

# "Colombo-2024-036" Vacancy Details

## About

**Announcement Number:** Colombo-2024-036

**Hiring Agency:** Embassy Colombo

**Position Title:** Assistant CLO Coordinator - U.S. Citizen Eligible Family Members (USEFMs) - All Agencies

**Open Period:** 09/25/2024 - 10/09/2024  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** FP - 6085 6




**Salary:** USD \$47,419 - USD \$69,636 /Per Year

**Work Schedule:** Part-time - 16-32 hours per week

**Promotion Potential:** FP-6

**Duty Location(s):** 1 Vacancy in  
Colombo, CE

**Telework Eligible:** No

**For More Info:**  HR Section  
 +94 11 202 8500  
 ColomboHR@state.gov

## Overview

**Hiring Path:** • Custom Announcement (not open to the public)

**Who May Apply/Clarification From the Agency:** This position is open to:  
• U.S. Citizen Eligible Family Members (USEFMs) - All Agencies

For USEFM - FP 06 grade is \$ 47,419.00 . Actual FP salary authorized by Washington D.C.

**Security Clearance Required:** Top Secret Clearance

**Appointment Type:** Temporary

**Appointment Type Details:** Definite not to Exceed 5 years

**Marketing Statement:** We encourage you to review the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Summary:** The U.S. Mission in Colombo, Sri Lanka is seeking eligible and qualified applicants for the Assistant Community Liaison Office (CLO) Coordinator in the Community Liaison office.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

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## Duties

The Assistant Community Liaison Office Coordinator (Assistant CLO, A/CLO) supports the CLO Coordinator in fulfilling all Eight Areas of CLO Responsibility (family member employment; crisis management and security; education; communications and outreach; guidance and referral; welcoming, orientation, and departures; community liaison; and events planning), and in developing and managing post programs to enhance community morale.

The Assistant CLO works with the CLO to identify needs within the diverse post community and responds with effective programming, information and resources, and referrals. The incumbent works under the supervision of the CLO Coordinator and is expected to interact independently with CLO clients to develop CLO materials and programs, to formulate advocacy plans, and to generate ideas for community events. In the absence of a CLO Coordinator, the Assistant CLO will serve as back-up to fulfill all responsibilities.

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## Qualifications and Evaluations

**Requirements:** [HR MAY ADD A LOCAL LANGUAGE TRANSLATION IF HELPFUL.]

All selected candidates must be able to obtain and hold a:

- Top Secret security clearance.

All selected candidates will be subject to a background investigation.

Selected candidate must be able to begin working within a reasonable period of time upon receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Education Requirements:** Completion of at least two years of college or university studies is required.

**Evaluations:** You will be evaluated against the qualifications and requirements in this vacancy announcement.

You may be asked to complete a pre-employment language or skills test.

You must complete the application form and provide the required documents. Your application must address all the position qualifications and requirements including education, experience, language, and any knowledge/skills/abilities listed. If you fail to submit a complete application, then your application may be disqualified for this position.

**Qualifications: Experience:** Minimum three years of professional experience, including but not limited to administration, office management, customer service, program management, or public policy is required.

**Language:** Good Working Knowledge (speaking, reading, writing) in English is required.

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## Benefits and Other Info

### Benefits:

**Agency Benefits:** For Eligible Family Member (EFM) applicants, benefits should be discussed with the HR Office. The pay plan is assigned by the HR Office and confirmed by Washington, D.C.

**Other Information: HIRING PREFERENCE SELECTION PROCESS:**

A hiring preference is extended to eligible and qualified applicants in the order listed below. It is essential you accurately describe your status in your application, failure to do so may result in a determination that you are not eligible for a hiring preference.

### HIRING PREFERENCE ORDER

1. Appointment Eligible Family Member (AEFM) / U.S. citizen Eligible Family Member (USEFM) who is a preference-eligible U.S. Veteran\*
2. AEFM / USEFM
3. Foreign Service (FS) on Leave without Pay (LWOP) and Civil Service (CS) with reemployment rights \*\*

\* IMPORTANT: US citizen Eligible Family Member (USEFM) applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty") preferably Member Copy 4, Letter from Veterans' Affairs which indicates the present existence of a service-connected disability, equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all FS employees on LWOP and CS with re-employment rights back to their agency or bureau.

For complete definitions of AEFM, USEFM, EFM, Member of Household, etc., please visit the [3 FAM 7210 Definitions](#).

### ADDITIONAL EMPLOYMENT CONSIDERATIONS

The following apply to EFMs, USEFMs, and AEFMs only:

- Current employees who used a hiring preference to gain employment who are within their first 90 calendar days of employment are not eligible. This does not apply when the hiring mechanism is TEMP or the work schedule is intermittent or irregular.
- Candidates with a hiring preference who have already accepted a conditional offer of employment may NOT be extended a second conditional offer of employment unless and until they withdraw their candidacy for the first position in writing.

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## How to Apply

**How to Apply:** Click the “Apply to This Vacancy” button at the top of the page to begin your application. For an instructional video on how to apply click [here](#).

Please address all relevant experience, education, language skills (including English), and job related skills or requirements in your application.

You may edit your application any time before the vacancy closing date. If you fail to submit a complete application by the vacancy closing date of this vacancy, then your application may be disqualified for this position.

For a copy of the complete position description, please contact the HR Office.

To request a reasonable accommodation, please contact the HR Office.

We foster a diverse, equitable, inclusive, and accessible workplace where employees can be themselves. We invite qualified applicants from all backgrounds to apply.

**Required Documents:** [HR EDIT THE ALL APPLICANTS LIST AND REMOVE DOCUMENTS THAT DO NOT APPLY FOR THE SPECIFIC JOB. HR DO NOT DELETE DOCUMENT LIST FOR EFM APPLICANTS]  
[HR IF THERE IS A LOCAL REQUIREMENT FOR A DOCUMENT YOU MAY ADD IT TO THE LIST AND NOTE TO THE APPLICANT TO UPLOAD IT TO “OTHER” LINK.]  
[HR MAY ADD LOCAL LANGUAGE TRANSLATION IF HELPFUL.]

*Please upload all applicable documents to your application. If you fail to submit a complete application, then your application may be disqualified for this position.*

**In addition, Eligible Family Member (EFM) Applicants must submit:**

- Copy of Sponsor's Travel Orders/Assignment Notification (or equivalent)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable) - **If you are unable to provide the SF-50s at the time of applying for the position please kindly indicate it in your application.**

**Next Steps:** The HR Office will contact successful applicants. For more information on applying for jobs or employment with us, please visit the U.S. Mission website (<https://lk.usembassy.gov/jobs/>).

Thank you for your application and your interest in working with us.

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