

U.S. MISSION TO SRI LANKA AND MALDIVES VACANCY ANNOUNCEMENT

(Announcement number: 15/76)

The U.S. Mission in Colombo is seeking eligible and qualified applicants for the position of **Human Resources Assistant-Recruitment** in the Human Resources Office.

OPEN TO: All Interested Candidates/All Sources
POSITION: Human Resources Assistant-Recruitment (male/female), FSN-7/FP-7
OPENING DATE: November 24, 2015
CLOSING DATE: December 9, 2015
WORK HOURS: Full-time 40 hours/week
SALARY: Ordinarily Resident (OR): FSN-6: Rs. 964,462 p.a.
Not-Ordinarily Resident: FP-8: US\$ 40,665 p.a.
*Final grade/step for NORs will be determined by Washington

ALL ORDINARILY RESIDENT (OR) APPLICANTS (SEE APPENDIX A FOR DEFINITION) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

The incumbent has the responsibility for recruitment covering all grades of Locally Employed Staff at the Department of State and other Agencies at post. Duties encompasses but not limited to Recruitment and Orientation, Position Management and Classification, Hospitalization Insurance Cover, Compensation Surveying and Analysis, Mission Training Program Administration, Providing Information for Management Decision Making, Employment Advice and Other Duties.

A copy of the complete position description listing all duties and responsibilities is available at (<http://srilanka.usembassy.gov/news/job-opportunities.html>), and is posted on the Human Resources Bulletin Board. Contact colombohr@state.gov for further assistance.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful completion of two years of post G.C.E (A/L) studies in Human Resource Management/General Management/Administration is required.
2. Must have a minimum of three years' experience in Human Resources Management/General Management/Administration is required.

3. Level IV English and Level IV Sinhala and/or Tamil (speaking/reading/writing) is required (Applicants will be tested)
4. Must possess good computer skills in Microsoft Office applications. (Applicants will be tested)
5. Should possess good public relations, interpersonal, influencing, informal counselling, analytical, problem solving, and numerical skills.
6. Must possess a considerable knowledge in local labor laws.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174).
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Colombo
210, Galle Road
Email: ColomboHR@state.gov

CLOSING DATE FOR THIS POSITION: December 9, 2015

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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.