

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

**(Announcement number: 16/017)**

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The U.S. Mission in Colombo is seeking eligible and qualified applicants for the position of **Warehouseman/Forklift Operator** in the GSO/Property & Supply section.

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Warehouseman/Forklift Operator- FSN-2; FP-CC\*

**OPENING DATE:** March 29, 2016

**CLOSING DATE:** April 12, 2016

**WORK HOURS:** Full-time 40 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-2: Rs. 418,535 p.a. (Starting Salary)  
Not-Ordinarily Resident: FP-CC \*: US\$ 20,419 p.a. (Starting Salary)

\*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 is responsible for operating forklifts and Warehouse trucks, assists in the receipt, storage, issuance, delivery, loading and unloading of expendable supplies and non-expendables property such as furniture, equipment, etc. at the Warehouse, residencies and offices.

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](mailto: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. Attempted G.C.E. (O/L) Examination is required. (Candidate must have sat for all or at least half -50% of the required subjects). **Candidate must attach relevant educational certificates.**
2. A minimum of one year work experience in general a warehouse operation is required. **Candidate must attach relevant service/work experience certificates.**

3. Level I (Rudimentary Knowledge) Speaking/Reading English, Level II (Limited Knowledge) Speaking/Reading Sinhala and/or Tamil required (English will be tested).
4. Should be able to lift (70 pounds) and carry heavy items (This will be tested).
5. Must possess a valid class 'D' (formerly class 'A') driving license and have safe driving skills (This will be tested). **Candidate must attach a copy of the driver's license.**

**NB:** A Conditional Offer is contingent upon successfully passing a security background check and medical evaluation for fitness for duty. The Medical exam will screen for contagious and chronic illnesses and will include bloodwork, urine analysis, and chest x-ray.

## **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](mailto:ColomboHR@state.gov)

**CLOSING DATE FOR THIS POSITION:** April 12, 2016

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.