

# "Colombo-2024-012" Vacancy Details

## About

**Announcement Number:** Colombo-2024-012

**Hiring Agency:** Embassy Colombo

**Position Title:** Chauffeur–Open to All Interested Applicants [Female/ Male]

**Open Period:** 02/24/2024 - 03/08/2024  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** LE - 1015 3




**Salary:** USD \$403 /Per Month

**Work Schedule:** Full-time - 48 hours per week

**Promotion Potential:** LE-3

**Duty Location(s):** 2 Vacancy in  
Colombo, CE

**Telework Eligible:** No

**For More Info:**  HR Section  
 .  
 ColomboERA@state.gov

## Overview

**Hiring Path:** • Open to the public

**Who May Apply/Clarification From the Agency:** Open to: All interested applicants/All Sources.  
For Sri Lankan Ordinary Resident Applicants: The proposed grade is FSN 3.  
For USEFMs, the proposed grade is FP-BB. However, the final grade/step will be determined by Washington D.C.  
LE staff salaries are denominated in USD and will be paid in SL Rupees at the going rate of exchange each pay period. The official rate for February 12, 2024, is 1USD = 313.25 LKR. This is a temporary revision and should not be assumed as an acquired right.

**Security Clearance Required:** Public Trust - Background Investigation

**Appointment Type:** Permanent

**Appointment Type Details:** Indefinite subject to successful completion of probationary period.

**Marketing Statement:** We encourage you to read and understand the Eight (8) Qualities of Overseas Employees (<https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>) before you apply.

**Summary:** The U.S. Mission in Colombo is seeking qualified candidates to serve as the **Chauffeur** in the **Motor Pool Section** of the General Services Office.  
The work schedule for this position is: **Full Time - 48 hours per week.**  
Start date: Candidate must be able to begin work within a reasonable period of time upon receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No  
75% or less

**Travel Required:** Operates Embassy vehicles in the transportation of official visitors in support of U.S. Government's official activities.

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## Duties

**Basic Function of Position:** The incumbent operates safely and efficiently an unarmored U.S. Government-owned or leased motor vehicle to transport passengers and/or cargo. Works as messenger as directed.

## Chauffeur Responsibilities:80%

As one of several motor pool chauffeurs, receives work assignments from the Dispatcher to transport State and/or other Agency personnel or cargo.

Operates Embassy vehicles in the transportation of official visitors in support of U.S. Government's official activities.

Assumes duty driver responsibility on a rotational basis. Incumbent may be required to make trips that require out-of-town stays.

Maintains vehicle in a clean and serviceable condition, to include cleaning the interior and exterior of the vehicle. Performs basic vehicle inspection in accordance with established schedules and policies.

Prepares trip reports, vehicle use and fuel logs. Estimates fuel consumption for trips.

Safeguards U.S. Government property and uses U.S. Government resources efficiently, including the fuel-efficient operation of vehicles.

May drive armored vehicles, as needed. Provides driver support for the Ambassador or DCM in the absence of their regularly-assigned chauffeurs, as directed.

## Messengers Responsibilities:20%

To include mail, cargo, documents pickup and delivery, as assigned.

Handles cash up to \$1,000.

**\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

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## Qualifications and Evaluations

**Requirements:** **EXPERIENCE:** At least three (03) years of professional driving experience is required. This should include a minimum of one year (01) heavy vehicle driving experience. **Candidate must attach copies of relevant service/work experience certificates.**

### **LANGUAGE PROFICIENCY:**

1) Level II (Limited knowledge) Reading, Writing, Speaking English is required. **(This will be tested).**

2) Level III (Good Working Knowledge) Reading, Writing, Speaking Sinhala or Tamil is required.

**JOB KNOWLEDGE:** Must have a good working knowledge of the city and its environs, including driving routes and traffic patterns. Must be familiar with the location of hospitals, police and fire stations within the city and its immediate surroundings.

**SKILLS AND ABILITIES:** Must have the ability to read maps and plan driving routes. Must have good verbal communication skills, and an ability to handle all persons with professionalism and discretion. Must be able to perform basic vehicle inspection and must possess intermediate level automotive maintenance skills. Must have basic computer skills to maintain reports and for communication purposes.

Must have class D (formerly A) valid driving license and acceptable safety record in prior driving experience **(Driving Skills will be tested).**  
**Candidate must attach a copy of the relevant driving license.**

**Education Requirements:** Completion of primary education is required - Candidate must have studied up to the grade that requires taking the G.C.E. - O/L exam.  
**Candidate must attach copies of relevant educational certificates.**

**Evaluations:** **Language:** Level II (Limited knowledge) English Language Proficiency will be tested.

**Skills and Abilities:** Safe driving skills will be tested.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

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## Benefits and Other Info

### **Benefits:**

**Agency Benefits:** Locally Employed Staff, including Members of Household (MOHs), locally-resident EFMs and Third-Country Nationals (TCNs), working at the U.S. Mission in Colombo may receive a compensation package that may include health and other benefits as per the Local Compensation Plan.

For EFMs, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

**Other Information:** [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.

**HIRING PREFERENCE SELECTION PROCESS:** Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

1. AEFM / USEFM who is a preference-eligible U.S. Veteran\*
2. AEFM / USEFM
3. FS on LWOP and CS with reemployment rights \*\*

\* **IMPORTANT:** 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"), Letter from Veterans' Affairs which indicates the present existence of a service-connected disability dated within the past six months, 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 Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following [link](#).

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## How to Apply

**How to Apply:** All candidates must be able to obtain and hold a Local Security Certification clearance.

For more information on how to apply visit the Mission web site: <https://lk.usembassy.gov/embassy/jobs/>

**Required Documents:** **To apply for this position applicants must electronically submit copies of the documents listed below along with the electronic application, to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.**

- Proof of citizenship [NIC/Passport/Residency and/or Work Permit (If applicable)]
- Driver's License (Both sides of the Driver's License)
- High School Diploma (G.C.E. O/L Certificate or School Leaving Certificate)
- Other Document (Relevant Service/Work Experience Certificates)
- Other Document 2 (Relevant Service/Work Experience Certificates)

**In order to qualify, you MUST submit the above requested documents by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position.**

**Next Steps:** Applicants who are invited to take a language/skills test, or who are selected for an interview will be contacted via email.

Due to the high volume of applications received, we will only contact applicants who are being considered.

Thank you for your application and your interest in working at the U.S. Mission in Colombo, Sri Lanka

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