

"Colombo-2024-013" Vacancy Details

About

Announcement Number: Colombo-2024-013

Hiring Agency: Embassy Colombo

Position Title: Public Engagement Specialist (Established Opinion) - Open to Current Employees of the Mission (Female/Male)

Open Period: 02/27/2024 - 03/12/2024
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 6510 10



Salary: USD \$1,302.58 /Per Month

Work Schedule: Full-time - 40 hours per week

Promotion Potential: LE-10

Duty Location(s): 1 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: Current Employees of the Mission

For Sri Lankan Ordinary Resident Applicants: The proposed grade is FSN 10.

For USEFMs, the proposed grade is FP-5 (Steps 5 through 14). However, the final grade/step will be determined by Washington D.C.

LE staff salaries are denominated in USD and will be paid in LKR at the going rate of exchange each pay period. The official rate for 02/12/2024 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](#) before you apply.

Summary: The U.S. Mission in Colombo is seeking eligible and qualified applicants for the position of the **Public Engagement Specialist (Established Opinion)** in the **Public Affairs Office**.

The work schedule for this position is: **Full Time - 40 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: Yes

Relocation Expenses Reimbursed: **No**
50% or less

Travel Required: Must be available to travel throughout Sri Lanka - Encourages shared priorities for EOL public engagement; identifies and recruits Mission experts to participate in EOL engagement activities and initiatives. Collaborates with the Emerging Voices (EV) Exchanges and Alumni Coordinator in support of alumni programs and activities.

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Duties

Basic Function of Position

The Public Engagement Specialist (Established Opinion) is the leading locally employed (LE) staff strategist/advisor responsible for the Mission's Public Diplomacy (PD) engagement with established opinion leaders, including influential individuals and institutions such as think tanks, syndicates, labor unions, professional associations, civil society organizations, prominent academics, and professional training institutions. Designs and recommends PD strategies to connect with Established Opinion Leaders (EOL) audiences

to build and sustain productive dialogue and promote an understanding of and support for U.S. policy. Plans, develops, coordinates, oversees, and evaluates projects and initiatives to engage EOL subject matter experts and the audiences they reach.

Major Duties and Responsibilities

1. Implementation (45%)
2. Strategic Planning, Analysis, Evaluation, and Recommendations (30%)
3. Intra- and Interagency Coordination (15%)
4. Administrative Functions (10%)

Serves as Grants Officer's Representative (GOR) with responsibilities as indicated in the Delegation of Authority letter. The incumbent is required to coordinate with recipient individuals and organizations and is responsible for monitoring grantee compliance with grant terms by reviewing grantee accounting and interim reports and requiring timely submission of final program and financial reports. Coordinates with Public Diplomacy (PD) and Mission colleagues on questions of funding, expenditures, and transfers. For DOS (Department of State)-initiated grants, acts as liaison between DOS-based GOR and local implementing institution(s).

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.

To view the complete Position Description listing all the duties, responsibilities, required qualifications etc. Please click this link "[Position Description](#)"

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Qualifications and Evaluations

Requirements: EXPERIENCE:

Non Supervisory - Four years of experience is required, with communications, public engagement management, or education duties as integral aspects of the work. Prior experience in an international, academic, or governmental work environment is required.

Supervisory - At least one year of supervisory experience is required.

Candidate must attach copies of relevant service/work experience certificates.

LANGUAGE PROFICIENCY:

1) Level IV (Fluent) Reading, Writing, Speaking English is required **(This will be tested)**.

2) Level IV (Fluent) Reading, Writing, Speaking Sinhala or Tamil is required.

JOB KNOWLEDGE:

Knowledge of marketing techniques, market analysis and analytics, and customer service standards in the United States and Sri Lanka; knowledge of trends in audience engagement; an understanding of communications in the region and the international information environment as they affect Sri Lanka; and comprehensive knowledge of the policy focus and positions of Established Opinion Leaders institutions and experts are all required.

SKILLS AND ABILITIES:

1. Analytic Skills
2. Communication and Interpersonal Skills
3. Management Skills
4. Technical Skills

Education Requirements: A university degree in Political Science, Economics, International Relations, Communications, American Studies, or local equivalent is required. **Candidate must attach copies of relevant educational certificate/s.**

Evaluations: **Language:** Level IV (Fluent) English Language Proficiency will be tested.

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

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"), 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](#).

How to Apply

How to Apply: All applicants under consideration will be required to pass health and security certifications.

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)]
- University Degree (Relevant Degree Studies Certificate)
- Transcript (Relevant Transcript of the Degree Studies)
- Other Document (Relevant Service/Work Experience Certificate/s)
- Other Document 2 (Relevant Service/Work Experience Certificate/s)

In order to qualify, you MUST submit the required documents by the closing date of this announcement. If you fail to provide requested documents, 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 or 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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