



AMERICAN EMBASSY



CONSULAR INVESTIGATION ASSISTANT

ONE YEAR TEMPORARY (MAY BE EXTENDED)

The U.S. Mission in Colombo is seeking candidates for the position of Consular Investigation Assistant.

As our new Consular Investigation Assistant, you will be responsible for assisting in combating all aspects of fraud handled by the Consular Section. Do you have a good working knowledge of English? (English will be tested), do you possess good working knowledge of computer applications including use of databases and internet? Are you a flexible person, having the ability to work in a fast-paced environment, paying close attention to detail? If the answer is 'Yes' and you also meet the below mentioned qualifications, then you are the person we're looking for!

Please send us your detailed CV along with a cover page containing the following questions and your responses:

1. Position Title, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address, Day, Evening, and Cell phone numbers, 4. E-mail address, 5. Passport/Country Identification Number, 6. Do you have any relatives or members of your household who work for the U.S. Government (Y/N, if 'Y' Name, Relationship, Position, Location), 7. Are you between ages 18-60? (Y/N), 8. Have you successfully completed G.C.E. (A/L)? (Y/N, if 'Y', Results and Year of Examination), 9. Do you have three years experience in customer service involving research or investigative work? (Y/N – If 'Y', state employer, position title, years/months of employment in each position & summary of duties), 10. Your current monthly take home salary?

Applications without the cover page may not be considered for this position.

If your answer is 'No' to questions 7, 8 and 9 your application will not be considered.

We offer a four and a half day work-week with options for flexi-hours.

Your take home monthly package will be Rs. 56,158/-

Your application should reach us on or before December 26, 2012, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Consular Investigation Assistant" on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note, only shortlisted candidates will be contacted.

The U.S. Embassy is an Equal Opportunity Employer. Visit <http://srilanka.usembassy.gov/>