



AMERICAN EMBASSY



Administrative Assistant/ Laboratory Technician

The U.S. Mission in Colombo is seeking candidates for the position of Administrative Assistant/ Laboratory Technician.

As our new Administrative Assistant/ Laboratory Technician you will be responsible for performing numerous detailed duties such as gathering patient information, obtaining and scheduling diagnostic examinations, and thereafter evaluating and prioritizing this data to provide information for further action. You will act as the laboratory technician performing a wide variety of laboratory tests in the areas of Microbiology, Parasitology, Urinalysis Blood testing, water and food testing. Do you have the ability to use laboratory equipment? Do you have good computer skills in MS Office, Internet, and E-mail? Are you fluent in English? (English will be tested). If the answer is 'Yes' and you also meet the below mentioned qualifications, then you may be the person we are looking for!

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

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. National Identity Card 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 and 60? (Y/N), 8. Have you completed G. C. E. A/L (Y/N-If 'Y', Results and year of examination), 9. Do you have one and a half years' professional studies in Medical Laboratory technology or Biology or Chemistry? (Y/N, if 'Y', name of Institution, qualification, start & end dates), 10. Do you have three years' of specialized experience in a medical facility or medical laboratory which encircles at least one year experience in administrative /clerical work? (Y/N – If 'Y' state employer, position title, duration of employment-days/months/years & job duties), 11. Your current monthly take-home salary.

Applications without cover page may not be considered

If your answer is 'NO' to any of the questions 7, 8, 9 & 10 your application will not be considered

Your take home monthly salary will be Rs. 106,897/-

Your application should reach us on or before July 29, 2014, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Administrative Assistant/ Laboratory Technician" 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.

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