



# AMERICAN EMBASSY



## Automotive Mechanic Assistant

The U.S. Mission in Colombo is seeking candidates for the position of Automotive Mechanic Assistant.

The Automotive Mechanic Assistant is responsible for providing assistance in the repair and maintenance of all U. S. Government-owned vehicles. Are you able to communicate the basics of automotive repair in English? (English will be tested)? If the answer is 'Yes' and you also meet the below mentioned qualifications, then 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. 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 25-60? (Y/N), 8. Have you completed G.C.E (O/L) (Y/N, if 'Y', Results and Year of Examination), 9. Do you have minimum two years' of specialized automotive training (may include On the Job Training if in conjunction with a certified automobile training institute). (Y/N, if 'Y', Course Name, Institute, Starting & Ending Dates of the Course), 10. Do you have a minimum of two years' experience as a General Automotive Mechanic? (Y/N – If 'Y' state employer, position title, years /months of employment in each position & summary of duties), 11. Do you have a valid class "D" (formerly class "A") heavy vehicles license and the ability of operating a forklift (Y/N, if 'Y', submit a copy of the license), 12. Do you have basic computer literacy and simple data entry skills?, 13. Your current monthly take home salary?

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

**Note: If your answer is 'No' to questions 7, 8, 9, 10, 11 and 12 your application will not be considered.**

**Your monthly take-home salary package will be Rs. 60,665/-**

Your application should reach us on or before August 14, 2015 by post at P.O. Box 106, Colombo, or by e-mail at [Colombohr@state.gov](mailto:Colombohr@state.gov). Please state "Automotive Mechanic 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.

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