



AMERICAN EMBASSY



DISPATCHER (Male/Female)

(BASED IN IRANAWILA)

The US Mission in Colombo is seeking candidates for the position of Dispatcher for the International Broadcasting Bureau (IBB) Transmitting Station at Iranawila, Chilaw. As our Dispatcher you will be responsible for scheduling vehicles and drivers for transportation requirements of the IBB-Sri Lanka Transmitting Station at Iranawilla.

Do you have a basic knowledge of vehicle operations, maintenance and computer skills? Do you have a good working knowledge of English? 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. List any relatives or members of your household that work for the U.S. Government (Name, Relationship, Position, and Location), 7. Are you between ages 18-60? (Y/N), 8. Have you successfully completed G.C.E. O/L exam? (Y/N, if 'Y', Results and Year of Examination), 9. Do you have at least three years' experience in dispatching vehicles and drivers, encircling two years' experience in maintaining vehicle logs and maintenance schedules? (Y/N-If 'Y', state employer, position title, years/months of employment in each position & summary of duties), 10. Do you have a valid class "B" (formerly class "C,C1") Light vehicles license (Y/N, if 'Y', submit a copy of the license) 11. Would you obtain a valid class "D" heavy vehicles license within one year? 12. Your current monthly take-home salary?

Applications without cover page may not be considered

Also, if your answer is 'No' to questions 7, 8, 9, 10 and 11 your application will not be considered.

The monthly take-home salary for this position will be Rs.68,521/-

Your application should reach us on or before September 14, 2015, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Dispatcher" on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note that only shortlisted candidates will be contacted.

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