



AMERICAN EMBASSY



EVENTS COORDINATOR (RESIDENCE LIAISON)

The U.S. Mission in Colombo is seeking candidates for the position of Events Coordinator.

As our Events Coordinator, you will be responsible in coordination of all events hosted by the Ambassador or Deputy Chief of Mission (DCM) and assist with oversight of daily functions of the Ambassador's Residence.

Are you fluent in English and have a good working knowledge of Sinhala/Tamil? Are you familiar with current political structure (VIPs), economy, society, key institutions (service providers) and procedures applicable to event management? Do you have knowledge in preparing food menus? Do you have excellent organizational skills, strong interpersonal relations, creativity, innovative skills and good computer skills in MS Office 2010? If your answers are yes to all these questions, then you may be 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. National Identity Card Number, 6. Do you have any relatives or members of your household that 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 completed a College Diploma or local equivalent (G.C.E. Advanced Level examination) ? (Y/N, if 'Y', Results and Year of Examination), 9. Do you have at least two years of work experience in the hospitality industry, event management, public relations, customer service, office management, personal assistant or secretarial? (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.

This is not a full-time position and will not have a fixed work schedule. You will be paid when actually needed only, but may work 20 hours per week in average. The hourly pay for this position will be SL Rupees 325 (basic rate + allowances).

Your application should reach us on or before **January 14, 2014**, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Events Coordinator" 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/>**