



AMERICAN EMBASSY



HUMAN RESOURCES ASSISTANT – AMERICAN HR

As our new Human Resources Assistant, you will be responsible for a full range of HR operations for all American Citizen Employees including visa services, VIP Visits and liaising with the Ministry of External Affairs & other government agencies. Further, she/he has the lead responsibility for coordinating HR Office organized Training Programs.

Are you fluent in English? (English will be tested), Are you a person who can safeguard confidentiality and possess unquestionable integrity?, Do you have the ability to edit and publish policies & procedures, prioritize & follow-up duties, have problem solving, computer (Email/ MS Word/Excel) and strong interpersonal-relationship skills? 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. 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 18-60? (Y/N), 8. Have you completed a minimum of two years of post GCE (A/L) professional education in HRM / General Management / Administration (Y/N, if 'Y', Course Name, Institute, Starting & Ending Dates of the Course), 9. Do you have a minimum of three years experience in Customer Service / Human Resource Management / General Management / Administration? (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 above cover page will not be considered

Your take home monthly package will be Rs.71,561/-

- ✓ Your application should reach us on or before June 23, 2011 at; P.O. Box 106, Colombo; or Colombohr@state.gov please include "Human Resources Assistant – American HR" on the top left-hand corner of the envelope or if you are submitting your application via email, type "Human Resources Assistant – American HR" in the e-mail subject line.
- ✓ Only short-listed candidates will be contacted. **The U.S. Embassy in Colombo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. It also strives to achieve equal employment opportunity in all personnel operations through continued diversity enhancement. Visit: <http://srilanka.usembassy.gov/>**