



AMERICAN EMBASSY



Human Resources Assistant – Temporary (3 months)

The U.S. Mission in Colombo is seeking candidates for the position of Human Resources Assistant.

As the Temporary Human Resources Assistant, you will be responsible for performing a broad range of human resources administration functions and special projects. Do you possess good analytical, problem solving and interpersonal skills? Are you fluent in English? (English will be tested). If so, 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 two years of professional education in Human Resource Management/General Management/Administration (Y/N, if 'Y', name of Institution, qualification, start & end dates), 10. Do you have three years' working experience in Human Resources Management/General Management/Administration? (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 October 28, 2014, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Human Resources Assistant (Temporary)" 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.

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