



AMERICAN EMBASSY HUMAN RESOURCES ASSISTANT



FIXED TERM EMPLOYMENT-THREE MONTHS ONLY

As our temporary HR Assistant, you will be responsible for performing a broad range of HR functions for Locally Employed Staff of the Embassy. You will assist with the Recruitment and Performance Management programs, the employee Hospitalization insurance plan, and also attend to other HR activities as required.

Are you fluent in English & Sinhala (English will be tested)? Do you have good public relations & interpersonal skills? Do you possess analytical & problem solving skills? Are you capable of using MS Office-Word, Excel, & Power Point? If the answer is 'Yes' to the above, and you also meet the qualifications below, then you are the person we're 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, and Last Names as well as any other names used, 3. Current Address, 4. Day, Evening, and Cell phone numbers, 5. E-mail address, 6. National Identity Card Number, 7. List of any relatives or members of your household who work for the U.S. Government (Name, Relationship, Position, Location), 8. Are you between ages 18 and 60? (Y/N), 9. Have you completed GCE (A/L)? (Y/N, if 'Y', Results and Year of Examination), 10. Have you completed two years professional education (full time or part time) in Human Resources Management/ General Management/Administration? (Y/N-If 'Y', Course Name, Institute, Starting & Ending Dates of the course), 11. Do you possess three years of work experience in Human Resources Management/General Management/Administration? (Y/N - If 'Y' state employer, position title, years/months of employment in each position & summary of duties), 12. What is your current monthly take-home salary?

Applications without cover page may not be considered.

Please note if your answer is 'NO' to any of the above questions, your application will not be considered.

Your take home monthly package will be Rs.71,560/- and we work a four and a half day work-week with the option of flexi hours.

- ✓ Your application should reach us on or before April 21, 2011 at; P.O. Box 106, Colombo; or Colombohr@state.gov. Please include "HR Assistant" on the top left-hand corner of the envelope or if you are submitting your application via email, type in "HR Assistant" 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 continuing diversity enhancement.

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