



AMERICAN EMBASSY



INFORMATION ASSISTANT

As our Information Assistant, you will serve as the Embassy's principle interpreter of and liaison with Sri Lanka's Tamil press and produces the daily media summary for the Tamil language stream in Sri Lanka.

Are you fluent in English and Tamil? (Languages will be tested) Do you have a strong working knowledge of Sri Lanka's media landscape, including extensive high-level media contacts? Are you familiar with the important issues concerning the country today, and key political and economic figures?, Do you have strong skills in planning, researching, translating, writing and producing information materials and programs?, Are you able to build and develop strong high level media contacts?, If you answer yes to all these questions, 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 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 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. Do you have a University Degree **OR** two years' university studies in liberal arts/political science/ economics/ journalism/ international relations/ business management or administration? (Y/N, if 'Y', Results and Year of Examination), 9. Do you have three years' **OR** five years' experience in the communications media field as a journalist, writer, researcher, media technician or advertising assistant; or a combination of similar related experience, which includes translating from Tamil into English and vice versa? (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.

Take home monthly salary for Information Assistant is Rs.71,561/-

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. Applications should reach us **on or before April 20, 2014** at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov . Please state "Information Assistant" 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.

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