



AMERICAN EMBASSY



JANITOR

The U.S. Mission in Colombo is seeking candidates for the position of Janitor. As our Janitor you will be responsible for performing janitorial work in the Embassy owned / leased office buildings, residences and recreation center.

Are you familiar with and able to use hand tools and shop machines related to janitorial services? Do you at least have a basic knowledge of Speaking / Reading English and Sinhala or Tamil? If the answer is 'Yes' and you also meet the below mentioned qualifications, then 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 sat for G.C.E. O/L (Y/N-If 'Y', Results), 9. Do you have one year professional work experience in Janitorial work? (Y/N - If 'Y' state employer, position title, duration of employment-days/months/years & job duties), 10. Your current monthly take-home salary.

Applications without cover page may not be considered

Also, if your answer is 'No' to questions 7, 8, and 9 your application will not be considered.

The monthly take-home salary for this position will be Rs.22, 000/-

Your application should reach us on or before April 15, 2014, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Post of Janitor" 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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