



AMERICAN EMBASSY



Local Guard Shift Supervisor (MALE/ FEMALE)

We are seeking able and experienced men and women to fill Local Guard Shift Supervisor positions in the Embassy Iranawila Security Office. The incumbent is responsible for supervising a regular shift of local guards assigned to safeguard embassy facilities and personnel at the Iranawila U.S. Government properties.

Do you have good working knowledge in English? (English will be tested) do you possess solid interpersonal, supervisory, leadership, and organizational skills? are you capable to perform all security related assignments as needed? (Fitness will be tested), are you available for shift work? can you work effectively in MS Office (this will be tested)?

If you answer 'yes' to all these questions, **Please send us your detailed CV along with a cover page containing answers to the following questions:**

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. List any relatives or members of your household that work for the U.S. Government (Name, Relationship, Position, and Location), 7. Are you between ages 18-60? (Y/N), 8. Have you successfully completed G.C.E. (A/L) (obtained at least simple passes for minimum of two main subjects)? (Y/N, if 'Y', Results and Year of Examination), 9. Do you have 2 years of work experience in police, military or private security sector, and 1 year of security supervisory experience? (Y/N-If 'Y', state employer, position title, years/months of employment in each position & summary of duties), 10. Do you possess a valid class 'B' (formerly class 'C, C1') driving license (provide a copy of your driver's license along with your application), 11. Your current monthly take-home salary

Applications without the cover page MAY NOT be considered for this position.

If your answer is 'NO' to questions 7, 8, 9, and 10, your application may not be considered.

Your take home monthly package will be Rs.84,984/-.

Your application should reach us **on or before October 8, 2015** at P.O. Box 106, Colombo, or by e-mail at

Colombohr@state.gov Please state "Iranawila Local Guard Shift Supervisor" 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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