



AMERICAN EMBASSY



LOCAL GUARD FORCE TRAINING OFFICER (FEMALE/MALE)

The U.S. Embassy in Colombo is seeking individuals to fill Training Officer Position in Security Office.

Do you have a good working knowledge of English? (English will be tested) Do you have the ability to develop course curriculum and coordinate training schedules for initial and ongoing training for a guard force of over 160? Can you work effectively in MS Office (this will be tested)? Do you possess a valid class "B" (former class "C, C1") all cars/dual purpose driver's license? (provide a copy of your driver's license along with your application.) If your 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. 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) (candidate must have obtained at least simple passes for a minimum of two main subjects)? (Y/N, if 'Y', Results and Year of Examination), 9. Do you have two years of experience in police, military or private security sector, which encircles experience as a trainer/instructor? (Y/N—If 'Y', state employer, position title, years/months of employment in each position & summary of duties), 10. Do you have a valid class "B" (former class "C, C1") (provide a copy of your driver's license)?, 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 will not be considered.

Your take home monthly package will be Rs. 57,546/-

Your application should reach us **on or before April 3, 2015** at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov Please state **"Local Guard Force Trainer"** 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. **The U.S. Embassy is an Equal Opportunity Employer. Visit <http://sri Lanka.usembassy.gov/>**