



# AMERICAN EMBASSY



## Non-Expendable Property (NXP) Storekeeper (Female/Male)

We are seeking a qualified and experienced candidate to serve in the General Services Office to receive, store, issue, transfer, order, and dispose of \$8.26 Million worth of Embassy Colombo Non-Expendable Property.

Do you have good working knowledge of English? (English will be tested) Have you worked in a computerized inventory management system which includes record keeping and preparation of receiving reports? Do you possess computer skills in MS Word & Excel? (this will be tested) Are you capable of performing arduous work including heavy lifting? 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 completed G.C.E. (O/L) (must have passed six subjects including Mathematics, and possess Distinction or Credit for at least three subjects)? (Y/N, if 'Y', Results and Year of Examination), 9. Do you have two years' experience in computerized stock control/property management in general logistical operations? (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.

**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.**

**Your take home monthly package will be Rs.50,818/-**

Your application should reach us **on or before September 24, 2015**, by post at P.O. Box 106, Colombo, or by e-mail at [Colombohr@state.gov](mailto:Colombohr@state.gov). Please state "NXP Storekeeper" 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://srilanka.usembassy.gov/>