



AMERICAN EMBASSY, COLOMBO



POLITICAL SPECIALIST

We are looking for a suitable candidate to be recruited as our Political Specialist for Tamil issues, who will develop and utilize a contact network for information gathering, analysis, and report writing for the Political Section. The ideal candidate should have a sound knowledge of political and civil society issues, national and local politics, political parties and personalities, political and social history and institutions in Sri Lanka, and international affairs and institutions, as well as superb writing, communications, and networking skills.

If you meet the above criteria and also possess the below-mentioned qualifications, you are the kind of person we are looking for!

Please send us your detailed CV along with a separate cover page containing the following questions and your responses.

1. Position applied, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address and E-mail address, 4. Telephone numbers, 5. National Identity Card Number, 6. Names of any relatives or members of your household who work for the U.S. Government if any (Name, Relationship, Position, Location), 7. Are you between ages 18 and 60? (Y/N), 8. Do you possess a Bachelor's Degree with at least one-year postgraduate study in Political Science/ History/ International Relations/ Law/ Economics/ Sociology or related fields? (Y/N, If "Y", Course Name, Institute, Starting & Ending Dates of the course), 9. Do you have a minimum of five years work experience involving domestic and international political issues/ human rights issues with significant exposure to research, writing, and independent issue analysis?(Y/N; If 'Y', state employer, position title, years/months of employment in each position, and summary of duties), 10. Do you possess MS office skills? (Y/N) 11. Are you fluent (speaking, reading and writing) in English and Tamil (This will be tested)? (Y/N) 12. Do you have some proficiency speaking in Sinhala (this too would be tested)?(Y/N) , 13. Your current monthly take-home salary?

Applications without cover page may not be considered

We offer a four and a half day work-week with options for flexi-hours. Also, since we believe that employees are our greatest asset; you will have the opportunity to attend overseas training. Your starting monthly salary will be Rs. 103,147

Your application should reach us **on or before December 14, 2011** at P.O. Box 106, Colombo; or Colombohr@state.gov. Please include "Political Specialist" on the top left-hand corner of the envelope, or, for e-mail, type "Political Specialist" in the subject line. **Only short-listed candidates will be contacted.**

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