



AMERICAN EMBASSY



PROCUREMENT AGENT

The U.S. Mission in Colombo is seeking candidates for the position of Procurement Agent.

As the Procurement Agent, you will be responsible for local procurements needed for the operation and maintenance of the American Mission including government owned and leased residences. Do you have a good knowledge of English? (English will be tested.) Are you familiar with local markets, procurement practices and customs? Do you have good computer skills in MS Office, Internet, and E-mail? If the answers are 'Yes', and you also possess the qualifications below, then 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, and 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', state Name, Relationship, Position, Location), 7. Are you between ages 18 and 60? (Y/N), 8. Have you completed G.C.E (A/L)? (Y/N; if 'Y', state Results and Year of Examination), 9. Do you have three years experience in procurement related work? (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" – cars and dual purpose vehicles (former class "C, C1") driving license? (Y/N), 11. What is 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.

We offer a four and a half day work-week with options for flexi-hours.

The monthly take-home salary for this position will be Rs. 56,158.

Your application should reach us on or before March 9, 2012, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Procurement Agent" 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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