



# AMERICAN EMBASSY



## PROGRAM ASSISTANT (TEMPORARY FIVE MONTHS)

As our Program Assistant you will be responsible for responsible for conceptualization, designing and implementation of US Mission's cultural and outreach programs. You will also liaise with the academic and cultural communities, assist in the administration of exchange programs and coordinate post's English Language programs.

Are you fluent in English? (English will be tested.) Do you have a good working knowledge of Sri Lankan academic institutions, political parties, cultural movements, historical programs and key personalities? Are you able to communicate effectively with academic, civil society, cultural and government contacts? Are you skilled at planning, arranging & executing projects? If you 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. Do you have any relatives or members of your household that work for the U.S. Government (Y/N, if 'Y', Name, Relationship, Position, Location), 7. Are you between ages 18-60? (Y/N), 8. Have you successfully completed G. C. E. A/L (must obtain at least simple passes for a minimum of two main subjects) ? (Y/N, if 'Y', Results and Year of Examination), 9. Do you have three years of experience in cultural activities in an institution OR academic work experience related to the field of culture in an institution? (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.**

**Take home monthly salary for Program Assistant (Temporary) is Rs.71,561/-**

Your application should reach us **on or before February 13, 2014** at P.O. Box 106, Colombo, or by e-mail at [Colombohr@state.gov](mailto:Colombohr@state.gov) Please state "Program Assistant (Temporary)" 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/>.**