



# AMERICAN EMBASSY



## PROGRAM CLERK

As our Program Clerk you will be responsible for providing logistical and other specialized support to a full range of Public Affairs program activities.

Do you have a good working knowledge in English & Sinhala? (English will be tested), Do you have a good knowledge of general office procedures, ordering procedures of supplies, inventory record keeping and office equipment such as fax machines, photocopiers, printers?, Are you able to communicate effectively with internal and external contacts to accomplish tasks?, Do you have a good knowledge in Microsoft Office?, 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. O/L? (Must have passed 6 subjects including Mathematics and English, and possess Distinctions or Credits for at least 3 subjects; Y/N, if 'Y', Results and Year of Examination), 9. Do you have two years of general clerical experience? (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 Clerk is Rs.33, 766/-**

Your application should reach us **on or before April 11, 2014** at P.O. Box 106, Colombo, or by e-mail at [Colombohr@state.gov](mailto:Colombohr@state.gov) Please state "Program Clerk" 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/>.**