



AMERICAN EMBASSY



PROTOCOL ASSISTANT

As our Protocol Assistant, you will be responsible for serving as a personal assistant on protocol matters to the Ambassador and on occasion to the Deputy Chief of Mission (DCM). As required, you are expected to provide protocol guidance and act as Embassy liaison with host government and other mission officials.

Are you fluent in English & Sinhala (English will be tested)? Do you have a thorough knowledge of Sri Lankan government protocol guides, general etiquette and social mores? Are you able to work independently, establish priorities and work under pressure? Do you have good interpersonal skills? If your answers are 'Yes', and you also meet the qualifications below, then you may be the person we're looking for!

Please send us your detailed CV along with a separate sheet of paper containing the following questions and your responses. Applications without this separate page may not be considered.

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. Names of any relatives or members of your household who work for the U.S. Government (Name, Relationship, Position, Location), 7. Are you between ages 18 and 60? (Y/N), 8. Have you successfully completed GCE (A/L)? (Y/N; if 'Y', Results and Year of Examination), 9. Do you have three years' progressively responsible experience in office management? (Y/N; If 'Y', state employer, position title, years/months of employment in each position, and summary of duties), 10. Your current monthly take-home salary.

We offer a four-and-a-half-day work week with options for flexible hours.
You will get overseas training opportunities because we believe our employees are our greatest asset.

Your take-home monthly salary package will be Rs. 71,561/-

Your application should reach us **on or before August 13, 2011** at P.O. Box 106, Colombo; or by e-mail at Colombohr@state.gov. Please include "Protocol Assistant" on the top left-hand corner of the envelope, or, for e-mail, type "Protocol Assistant" in the subject line. **Only short-listed candidates will be contacted.**

U.S. Embassy, Sri Lanka provides equal opportunity and fair and equitable treatment in employment to all people. Visit: <http://srilanka.usembassy.gov/>