



AMERICAN EMBASSY



PROCUREMENT AGENT

As our new Procurement Agent, you will be responsible for all procurement related work.

Are you fluent in English? (English will be tested), are you a forceful and persuasive negotiator and have strong command of web based procurement methods for vendor selection, product searches, price evaluation & shipping choices, then you are 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:

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. List any relatives or members of your household that work for the U.S. Government (Name, Relationship, Position, Location), 7. Are you between ages 18-60? (Y/N), 8. Have you completed GCE (A/L)? (Y/N, if 'Y', 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 standard skills in use of MS Office package such as Word, Excel, Power point, Outlook & internet searching? 11. Your current monthly take home salary?

Applications without the above separate page will not be considered

Please note if your answer is 'NO' to any of the above questions, your application will not be considered.

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

Your application should reach us on or before November 26, 2010 at; P.O. Box 106, Colombo; or

Colombohr@state.gov please include "Procurement Agent" on the top left-hand corner of the envelope or if you are submitting your application via email, type "Procurement Agent" in the e-mail subject line.

✓ **Only short-listed candidates will be contacted.**

The U.S. Embassy in Colombo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. It also strives to achieve equal employment opportunity in all personnel operations through continued diversity enhancement.