



AMERICAN EMBASSY



PROCUREMENT AGENT

As our new Procurement Agent, you will serve as the sole Contracting Specialist and Deputy of the GSO Procurement Section and is responsible for performing the full range of management tasks and specialized functions relating to all contracting for Post. Are you fluent in English? (English will be tested), do you have the ability to negotiate independently with vendors/contractors, should be able to express clearly and concisely that which is complex and confusing, both orally and in writing, highly organized work habits and should have the ability to deal tactfully with the public, 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 to five years progressive responsible office administration experience with at least two years experience in negotiation and/or contract administration? (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 above separate page will not be considered

Your take home monthly salary will be Rs.85,979/-

Your application should reach us on or before February 17, 2011 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.