



AMERICAN EMBASSY

Security Clerk



As our Security Clerk, you will perform multiple Clerical duties; maintenance of time and attendance records, issuing ID badges, maintain Local Guard Force office records, inventory of security equipment, etc.

Have you successfully completed GCE -O/L (must have passed 6 subjects including Mathematics, and possess Distinctions or credits for at least three subjects)? Do you have 2 years of work experience in office administrative and clerical procedures and standard office software? Are you good in English and Sinhala? (English will be tested), Do you have a fair knowledge of office & equipment inventory and good customer service skills? If the answer is "YES" to all the questions, 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. Please note if you answer 'NO' to any of the below questions, your application will 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 (O/L)? (Y/N, if 'Y', Results and Year of Examination), 9. Do you have 2 years of work experience in office administrative and clerical procedures and standard office software? (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 may not be considered

We offer a four and a half day work-week with options for flexi hours. Your monthly take-home salary will be Rs.33,856/-.

Your application should reach us **on or before May 14, 2011** at P.O. Box 106, Colombo; or Colombohr@state.gov. Please include "Security Clerk" on the top left-hand corner of the envelope, or, for e-mail, type "Security Clerk" in the 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. Visit: <http://srilanka.usembassy.gov/>