



AMERICAN EMBASSY



MAIL CLERK/MESSENGER

The U.S. Mission in Colombo is seeking candidates for the position of Mail Clerk/Messenger.

As our new Mail Clerk/Messenger you will be responsible for collecting and distributing incoming and outgoing local and pouch mail. Distribute inter-office mail. Are you familiar with Sri Lankan postal regulations, Colombo street plan, locations of Sri Lankan government offices? Do you have good computer skills in MS Office, Internet, and E-mail? Do you at least have limited knowledge of English? (English will be tested). If the answer is 'Yes' and you also meet the below mentioned qualifications, then you are the person we are looking for!

Please send us your detailed CV along with a cover page containing the following questions & your answers:

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 who work for the U.S. Government (Y/N-If 'Y', Name, Relationship, Position, Location), 7. Are you between ages 18 and 60? (Y/N), 8. Have you sat for G.C.E. O/L (Y/N-If 'Y', Results and year of examination), 9. Do you have 6 months experience in customer care, office or clerical work? (Y/N – If 'Y' state employer, position title, duration of employment-days/months/years & job duties), 10. Do you have valid Class "A" and "D" driving license (Y/N), 11. Your current monthly take-home salary.

Applications without cover page may not be considered

If your answer is 'NO' to any of the questions 7, 8, 9 & 10 your application will not be considered

Your take home monthly salary will be Rs. 25,854/-

Your application should reach us on or before October 4, 2013, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Mail 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>