



AMERICAN EMBASSY



FUEL ATTENDANT/MECHANIC'S HELPER

The U.S. Mission in Colombo is seeking candidates for the position of Fuel Attendant/Mechanic's Helper.

As our new Fuel Attendant/Mechanic's Helper, you will be responsible for operating the Embassy fuel pumps and assisting the automotive mechanics in the performance of vehicle maintenance, servicing, and minor repairs. Do you have rudimentary knowledge in English? (English will be tested). Do you have one year of work experience in a medium to large organization as a mechanic's helper or trades helper? Do you have a valid Class B light vehicle driving license (formerly Class C) and a good safety record? Do you have a basic knowledge of motor vehicle maintenance, fuel pump operation, and record keeping? If so, then you may be the person we're looking for!

Please send us your detailed CV along with a cover page 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. 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 18-60? (Y/N), 8. Have you completed G.C.E (O/L) (Y/N, if 'Y', Course Name, Institute, Starting & Ending Dates of the Course), 9. Do you have one year work experience in a medium to large organization as a mechanics helper or trades helper? (Y/N – If 'Y' state employer, position title, years /months of employment in each position & summary of duties), 10. Do you have a valid light vehicle driving license (Class 'B' / formerly Class 'C') and a good safety record (Y/N – If 'Y' attach a copy of your driving license), 11. Your current monthly take home salary?

Applications without the cover page and a copy of the driving license may not be considered for this position.

If your answer is 'No' to questions 7, 8, 9 and 10 your application will not be considered.

Your take home monthly package will be Rs.42,293/-

Your application should reach us on or before June 3, 2015, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Fuel Attendant" 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.

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