



# AMERICAN EMBASSY, COLOMBO

## Work Control Clerk [Female/Male]

The U.S. Embassy in Colombo is seeking eligible and qualified candidates for the position of Work Control Clerk in our Facility Management Office.

*We encourage both women and men to apply for this position. The United States Embassy seeks a diverse workforce with equal opportunity for all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Your humanity and kindness are of paramount importance. Your ability to do your job better than anyone in Sri Lanka is what we are concerned with. Not your sexual, religious, and political preferences.*

The position holder reports to the Senior Facility Manager and the Building Engineer Supervisor, working under their direction to determine work priorities. The incumbent is a primary point of contact for all routine, emergency and preventive maintenance work orders and requests for services and assures distribution to the appropriate shop for action. The incumbent is the customer service representative for the Facility Management section, communicating with personnel from all levels within the Embassy.

**The work schedule for this position is: Full Time - 40 hours per week.**

**The monthly gross salary for this position will be USD 464.**

[LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for February 22, 2023 is 1 USD = 361.00 LKR. This is a temporary revision and should not be assumed as an acquired right]

### Qualifications Required:

- 1. Education** - Completion of Secondary School (*Completion of G.C.E. O/L - Candidate must have passed 6 subjects including Mathematics and possess Distinctions or Credits for at least 3 subjects*) is required. (**Must attach copies of relevant educational certificates**).
- 2. Prior Work Experience** - A minimum of two (2) years of office administrative/ clerical experience in a customer-service office is required. (**Must attach copies of relevant service/work experience certificates**).
- 3. Language Proficiency** -  
Level III (Good working knowledge) reading, writing, and speaking English is required. (**This will be tested**)  
Level III (Fluency) reading, writing, and speaking Sinhala and/or Tamil is required.
- 4. Skills & Abilities** - Must have excellent interpersonal skills and be able to handle large workload and multiple tasks simultaneously. Must have strong computer skills, able to use the Microsoft Office Software Suite (Word, Excel, Power Point, etc.). Must have good typing skills to write memos, populate spread sheets, and perform data entry. Ability to translate documents from host country language into English or English to host country language.

### How to Apply:

Please visit our website <https://lk.usembassy.gov/embassy/jobs/> to submit your applications through Electronic Recruitment Application system [ERA]. *Before you continue with the application process, please carefully read the instructions available on our website.*

### Required Documents:

To apply for this position applicants **must electronically submit copies of the documents listed below** along with the electronic application, to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.

- Relevant Educational Certificates
- Relevant Service/Work Experience Certificates
- Proof of citizenship (National Identity Card/Passport and/or Work Permit)

### **PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED**

Your application should reach us **on or before March 16, 2023.**

Please note, only shortlisted candidates will be contacted.