



## AMERICAN EMBASSY, COLOMBO

### Admin Assistant/Chauffeur (Female/Male)

The U.S. Mission in Colombo is seeking qualified candidates to serve as the Admin Assistant/Chauffeur in the Department of Defense (DOD) – Office of Defense Cooperation (ODC) 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.*

The incumbent will assist the DOD-ODC Security Assistance/Cooperation Managers with official correspondence and communications. Performs the distribution of official correspondence as directed to Sri Lankan and Maldivian government officials. Coordinate receipt and transfer of defense articles. Responsible for driving the ODC personnel in the performance of official duties in Sri Lanka. Responsible for driving temporarily assigned (TDY) U.S. Military personnel when needed in support of official duties. Safety loads, unloads, and transports heavy boxes/luggage at times up to 40kg. Perform other duties required by motor pool drivers.

**The monthly gross salary for this position is Rs. 67,453.83**

**Work schedule - 40 hours per week.**

#### **Qualifications Required:**

- 1. Education** – Completion of Primary Education is required.
- 2. Prior Work Experience** – A minimum of three (3) years driving experience is required. Incumbent must have an acceptable safety record for entire driving history.
- 3. Language Proficiency** - Level III (Good working knowledge) Reading/Writing/Speaking English is required. *(This will be tested).*  
Level III (Good working knowledge) Reading/Writing/Speaking Sinhala or Tamil is required.
- 4. Job Knowledge** - Must have a thorough knowledge of Sri Lanka traffic regulations and be familiar with Colombo street plan, location of public and government buildings, military installations, other Embassies of other countries. Must have a thorough knowledge of highway system and roads throughout Sri Lanka as well as locations.
- 5. Skills and Abilities** - Possess an understanding of basic maintenance and repair of petrol and diesel motor vehicles. Must have a valid Sri Lankan heavy class "D" license. Must be able to operate a four-wheel drive vehicle safely. Must be polite and courteous to passengers, pedestrians, cyclist and other drivers. Knowledge of MS Office and the ability to draft official correspondence using a Computer. Safety loads, unloads, and transports heavy boxes / luggage at times up to 40kg. Basic Numerical skills required.

#### **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
- Relevant Driver's License
- Proof of citizenship (National Identity Card/Passport and/or Work Permit)

#### **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.

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

Your application should reach us **on or before July 22, 2021**  
Please note, only shortlisted candidates will be contacted.