



AMERICAN EMBASSY, COLOMBO

Bodyguard - Female/Male

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 Incumbent serves as a Bodyguard in the execution of protective security operations. Under the supervision of the Bodyguard Supervisor and managed by the Regional Security Office (RSO) of U.S. Embassy Colombo.

The work schedule for this position is: Full Time - 60 hours per week.

The monthly gross salary for this position will be USD \$611.00

(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 November 09, 2022 is 1 USD = 363.00 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.
- 2. Prior Work Experience** - A minimum of two (2) years of private sector, government, police, or military experience in one or more of the following categories is required: bodyguard, armed escort, law enforcement officer, combat arms or infantry soldier.
- 3. Language Proficiency** -
Level II English (Limited knowledge) Reading/Writing/Speaking is required. *(This may be tested).*
Level II Sinhala or Tamil (Limited knowledge) Reading/Writing/Speaking is required.
- 4. Job Knowledge** - A thorough knowledge of defense measures to be used in the event of a personal or terrorist attack, such as that learned in the military or law enforcement training. Knowledge in medical, fire, hostile attack, defensive and emergency driving procedures. Must be familiar with Sri Lanka's Police Services, military, security and other government offices to ensure effective liaison and to facilitate effective protective operations including advance and motorcade operations.
- 5. Skills & Abilities** - Must have initiative and resourcefulness in accomplishing tasks. Must be able to deal effectively with people of other cultures to obtain cooperation and reach common goals. Possesses good leadership and interpersonal skills. Good working computer skills are required. Must be able to work variable shifts, 24 hour on-call schedule, and able to travel outside capital city on an as needed basis. Proficient in first aid and use of an AED. Must be alert, have fast reflexes, active thinking, excellent observational skills, adaptation, take decisive actions, stay calm in dangerous situations, teamwork, communication skills, etc. and have the ability to communicate effectively orally and in writing. Must have valid driver license [Valid Class "B" Driver's license (formerly C, CI)]. Must be able to demonstrate judgment and basic safe driving skills in both oral and practical examination. Should be able to operate an armored vehicle (if available) and pass the defensive driving training.

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
- Driver's License
- 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 November 30, 2022.**

Please note, only shortlisted candidates will be contacted.