



# AMERICAN EMBASSY, COLOMBO

## Security Guard (OBO) - 18 Months Fixed [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 U.S. Mission in Colombo is seeking qualified candidates to serve as the Security Guard in the OBO (Overseas Building Operations).

The selected candidate will perform guard services to safeguard New Embassy Compound / U. S. Government property, personnel and observe area to protect property from fire damage or theft.

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

**The monthly gross salary for this position will be USD \$501.58**

[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 21, 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 -

Attempted General Certificate of Education (G.C.E. O/L) is required.

#### 2. Prior Work Experience -

Two years of Police, Armed services or private sector security experience is required.

#### 3. Language Proficiency -

Level II (Limited Knowledge) reading, writing, and speaking English is required.

*(This will be tested)*

Level III (Good Working Knowledge) reading, writing, and speaking Sinhala and/or Tamil is required.

#### 4. Job Knowledge -

Must have a good working knowledge of security related work and should be capable to handle all types of modern security apparatus and fully conversant with searching vehicles and personnel.

#### 5. Skills and Abilities -

- Must have the ability to follow instructions given by the supervisor.
- Must have the flexibility to adapt to shift work.
- Should be physically fit to perform the job duties.

### 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 December 14, 2022.**

Please note, only shortlisted candidates will be contacted.