



AMERICAN EMBASSY, COLOMBO

Administrative Management Specialist [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 sexualorientation. 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 Administrative Management Specialist will support the new U.S. Department of Justice's International Criminal Investigative Training Assistance Program, a law enforcement capacity development program working primarily with the Sri Lankan National Police. The position will directly support the American program manager with building the program, developing essential collaborative relations with high level Sri Lankan Government officials and chief executives of law enforcement agencies, and supporting the delivery of all training programs to relevant agencies. The position will become the person most knowledgeable regarding program finances, coordination of ongoing activities, contracting of vendors for services, and providing briefings for contractors engaged in program activities.

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

The monthly gross salary for this position will be Rs. 260,524/-

Qualifications Required:

- 1. Education** - University degree in Management, Finance, Business Administration, Economics, Political Science, History, or Sociology is required.
- 2. Prior Work Experience** - Five years of progressively responsible work in Management, Budget/Finance, Administration, Project Management, Law Enforcement, or the Judicial sector is required.
- 3. Language Proficiency** - Level IV (Fluency) reading, writing, and speaking English is required. *(This will be tested)* Level IV (Fluency) reading, writing, and speaking Sinhala is required.
- 4. Job Knowledge** - Knowledge of the working structure and understanding of the Sri Lankan Government public sector. Knowledge of Sri Lankan culture and protocols. Strong managerial, administrative, and financial knowledge is required.
- 5. Skills and Abilities** - Ability to communicate effectively in stressful circumstances, strong computer skills utilizing common programs to include the "Microsoft suite", familiarization with creating databases, familiarization with designing graphics, customer service skills, typing ability, ability to organize and prioritize multiple activities simultaneously, ability to deal with difficult people, ability to engage in public speaking.

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 Degree 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 June 03, 2022.**

Please note, only shortlisted candidates will be contacted.