



AMERICAN EMBASSY, COLOMBO

Chauffeur / Administrative Assistant

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.

Chauffeur/Administrative Assistant is responsible for driving Regional Affairs Office (RAO) personnel as they execute their official duties in Sri Lanka. Responsible for driving RAO temporary duty (TDY) personnel as needed. Safely loads, unloads, and transports heavy boxes/luggage at times up to 40kg in support of TDY visits. Works as messenger of the RAO section and performs other duties of an administrative nature in support of general RAO operations such as drafting, filling and routine correspondence, trip planning and other logistical duties as requires.

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

The monthly gross salary for this position will be USD 371.41

[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 July 18, 2022 is 1 USD = 355.00 LKR. This is a temporary revision and should not be assumed as an acquired right]

Qualifications Required:

- 1. Education** - Primary education (Attempted G.C.E. O/L) is required. [Candidate must have sat for all or at least 50% of the required subjects] (*Candidate must attach copies of relevant educational certificates*).
- 2. Prior Work Experience** - At least three (03) years of professional driving experience is required (*Candidate must attach copies of relevant service/work experience certificates*).
- 3. Language Proficiency** - Level II (Limited knowledge) English Reading/Writing/Speaking is required (*This will be tested*)
Level III (Good working knowledge) Sinhala and/or Tamil Reading/Writing/Speaking 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, other Embassies. Must have a thorough knowledge of highway system and roads throughout the Sri Lanka.
- 5. Skills & Abilities** - Possession of a valid Sri Lanka driver's license with class "B" (formerly C, C1). Must be able to operate four-wheel driver vehicle safely. Must be polite and courteous to passengers, pedestrians, cyclist, and other drivers. Knowledge of MS Office and ability to draft official correspondences using a computer. Basic Numerical skills required.

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 Certificate/s
- Relevant Service/Work Experience Certificate/s
- Proof of citizenship (National Identity Card/Passport and/or Work Permit)
- Relevant Driver's License (Both side)

PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED

Your application should reach us **on or before August 11, 2022**.
Please note, only shortlisted candidates will be contacted.