



AMERICAN EMBASSY, COLOMBO

Local Guard Shift Supervisor [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 preference.

The U.S. Embassy in Colombo is seeking eligible and qualified candidates for the position of Local Guard Shift Supervisor in our Regional Security Office. The position holder provides security for Embassy Colombo personnel and facilities by conducting access control and visitor screening duties as a member of local guard program. Detects, deters, response, and reports potential criminal and terrorist's acts directed against U.S. Government personnel and facilities.

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

The monthly gross salary for this position will be USD \$ 688.92

[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 February 13, 2023 is 1 USD = 361.00 LKR. This is a temporary revision and should not be assumed as an acquired right]

Qualifications Required:

- 1. Education** - Completion of secondary education (Completion G.C.E.A/L – Candidate must have obtained at least simple passes for a minimum of two main subjects) *(Must attach copies of relevant educational certificates).*
- 2. Prior Work Experience** - A minimum of three (3) years' experience in the Military or as a Police Officer or Security Guard is required. *(Must attach copies of relevant service/work experience certificates).*
- 3. Language Proficiency** - English level III (Good working knowledge) Reading/Writing/Speaking is required *(This will be tested).*
Sinhala and or Tamil level III (Good working knowledge) Reading/Writing/Speaking is required.
- 4. Skills & Abilities** - A valid class "B" driver's license (formerly C, C1) with a clean driving record is required. *(A copy of the driving license should be attached) (This may be tested).*

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)
- Relevant Driving License

PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED

Your application should reach us **on or before March 03, 2023.**

Please note, only shortlisted candidates will be contacted.