



AMERICAN EMBASSY, COLOMBO

Gardener [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 **Gardener** in **Facilities Management Office**. The position holder is responsible for performing gardening care and grounds maintenance at Mission office facilities including associated agencies, as well as other U.S. Government owned and leased properties as directed and at the official residences of the Principal Officials at post. Performs other duties as assigned.

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

The monthly gross salary for this position will be USD 306.91

[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 27, 2023 is 1 USD = 359.00 LKR. This is a temporary revision and should not be assumed as an acquired right]

Qualifications Required:

- 1. Education** - Completion of Primary School is required (At least studies up to Grade 5) (*Must attach copies of relevant educational certificates*)
- 2. Prior Work Experience** - A minimum of two (2) years of gardening experience in an establishment is required. (*Must attach copies of relevant service/work experience certificates*)
- 3. Language Proficiency** -
English level I (Rudimentary knowledge) Reading/Writing/Speaking is required. (*This will be tested*)
Sinhala/Tamil level II (Limited knowledge) Reading/Writing/Speaking is required.
- 4. Skills & Abilities** - A valid class "B" driver's license (formerly C, C1) is required. (*A copy of the driving license should be attached*) (*This will 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 16, 2023.**

Please note, only shortlisted candidates will be contacted.