



AMERICAN EMBASSY, COLOMBO

Custodian - 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.

The U.S. Mission in Colombo is seeking qualified candidates to serve as the Custodian in the Facilities Management Office.

The selected candidate is responsible for performing a wide range of cleaning duties at Mission office facilities as well as other U.S. Government (USG) owned and leased properties as directed. The incumbent is under the direct supervision of the Mechanical Engineer or work guidance by Custodian/ Janitor Team Leader (or designee).

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

The monthly gross salary for this position is USD \$ 278.67

[LE Staff salaries are denominated in U.S. Dollars and paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for January 29, 2024 is 1 USD = 317.60 LKR. This is a temporary revision and should not be assumed as an acquired right.]

Qualifications Required:

- 1. Education** - Completion of primary school [Candidate must have attended up to Grade 10] is required. *(Candidate must attach relevant educational certificates).*
- 2. Prior Work Experience** - Minimum of six months of custodial or housekeeping experience is required. *(Candidate must attach copies of relevant service/work experience certificates).*
- 3. Language Proficiency** - Level I (Rudimentary knowledge) reading, writing, and speaking English is required. *(This will be tested)*
Level II (Limited knowledge) reading, writing, and speaking Sinhala or Tamil is required.
- 4. Job Knowledge** - Must have adequate knowledge of cleaning and the use of housekeeping materials. Knowledge of current developments concerning new cleaning agents, techniques, and equipment. Must be aware of safety requirements of cleaning related chemicals and identify and report unsafe practices. Knowledge of occupational hazards and safety rules and regulations, including safe handling of standard cleaning chemicals. Must understand and know how to use safety equipment such as a fire extinguisher.
- 5. Skills and Abilities** -
 - Ability to physically perform basic manual tasks.
 - Ability to use cleaning tools and equipment maintaining safety for self and others.
 - Must be able to lift and move objects and ensure hand/eye coordination effectively.
 - May be required to stand, bend and/or work in confined spaces for prolonged periods of time.
 - Good interpersonal skills to be able to communicate effectively with customers.

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- Both sides of the respective document)

PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED

Your application should reach us **on or before March 08, 2024.**

Please note, only shortlisted candidates will be contacted.