



## AMERICAN EMBASSY, COLOMBO

### Computer Control Clerk (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 selected candidate will serve as backup staffing in Information Management Office operations including the mailroom, switchboard, radio/telephone and systems. Incumbent is responsible for all aspects of inventory control and tracking of assets not including those on the classified system. She/he will organize storage and implement access control and accountability. Perform audits. Handle life cycle management and dispose of end-of-life equipment according to regulations and policies. The incumbent will use myServices system to produce reports on customer service tickets and customize reports to reflect Information Management Office leadership requirements.

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

**The monthly gross salary for this position will be USD \$ 410**

*[Locally Employed 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 August 7, 2023, is 1 USD = 322.00 LKR. This is a temporary revision and should not be assumed as an acquired right].*

#### **Qualifications Required:**

- 1. Education** - Completion of Secondary School (G. C. E. Advance Level - Candidate must have obtained at least simple passes for a minimum of 2 main subjects) is required. *(Must attach copies of relevant educational certificate/s.)*
- 2. Prior Work Experience** - Minimum of 2 years work experience in managing logistics is required. *(Must attach copies of relevant service/work experience certificates.)*
- 3. Language Proficiency** - Level III (Good Working Knowledge) reading, writing, and speaking English is required. *(This will be tested.)*  
Level IV (Fluent) reading, writing, and speaking Sinhala/Tamil is required.
- 4. Skills and Abilities** - Must be able to work under pressure. Must be comfortable in using a PC, all standard MS applications, inventory control and customer service software. Must be able to resolve the vast majority of problems/situations encountered, referring only those which are especially difficult or unusual. Must be able to lift 70lbs unassisted.

#### **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)

#### **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.

**PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED**

Your application should reach us **on or before August 31, 2023.**

Please note, only shortlisted candidates will be contacted.