



AMERICAN EMBASSY, COLOMBO

Human Resources Assistant – American Services (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 receive direct supervision from Human Resources Specialist and from the American Human Resources Officer. S/He is responsible for the full range of HR support for American Citizen employees including U.S. Direct - Hire (USDH) employees, Family Member Appointees (FMA), US Personal Service Agreement (US - PSA) Plus appointees, US Personal Services Contractors (US - PSCs), Long-term Temporary Duty Assignments (TDYers), Summer hires and Summer Interns. The incumbent is also responsible for protocol services, American Family Member Appointment (FMA) program, visitor management, special projects & other duties.

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

The monthly gross salary for this position will be USD \$817

[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 September 05, 2023 is 1 USD = 321.00 LKR. This is a temporary revision and should not be assumed as an acquired right].

Qualifications Required:

- 1. Education** - Completion of two years of post G.C.E (A/L) studies in Human Resource Management/General Management/Administration *(Candidate must attach relevant educational certificates.)*
- 2. Prior Work Experience** - Three years of experience in Customer Service / Human Resource Management / General Management / Administration is required. *(Candidate must attach copies of relevant service/work experience certificates.)*
- 3. Language Proficiency** - Level IV (Fluency) reading, writing, and speaking English is required. *(This will be tested).*
Level III (Good working knowledge) reading, writing, and speaking Sinhala/Tamil is required.
- 4. Job Knowledge** - Requires a good knowledge in general Human Resources Management practices.
- 5. Skills and Abilities** - Integrity, confidentiality, ability to edit and publish policies & procedures, strong computer skills (Email/MS Office Package), strong interpersonal-relationship skills, ability to prioritize & follow-up duties, problem solving skills.

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 September 23, 2023.**

Please note, only shortlisted candidates will be contacted.