



AMERICAN EMBASSY, COLOMBO

Human Resources Assistant (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.

This position is responsible for providing recruitment, performance management, position classification and frontline grievance resolution, counseling and employment advice services to the assigned customer portfolio/sections. Also handles all or some of the following duties for the entire mission: Hospitalization insurance, compensation, mission awards, Official residence staff services, training programs, office support, providing information for management, decision making, workers' compensation, student internship program and Locally Employed Staff temporary duty management, special projects and other duties.

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

The monthly gross salary for this position will be Rs. 142,894/-

Qualifications Required:

1. Education –

Completion of two years of post-secondary (G.C.E A/L) studies in Human Resource Management / General Management/Administration is required.

2. Prior Work Experience –

Four years experience in Human Resource Management /General Management/Administration is required.

3. Language Proficiency –

Level IV (Fluency) reading, writing, and speaking English is required. *(This will be tested).*

Level IV (Fluency) reading, writing, and speaking Sinhala/Tamil is required.

4. Skills and Abilities –

Requires good public relations, interpersonal, influencing and informal counselling skills. Excellent Customer Service skills. Must possess analytical problem-solving skills and numerical skills. Require skills in widely used general software packages such as MS Office (specifically Excel).

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 May 22, 2020.**

Please note, only shortlisted candidates will be contacted.