



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.

This is a multi-faceted position which backs up staffing in Information Management Office (IMO) operations to include the mailroom, switchboard, radio/telephone and systems. Incumbent is responsible for all aspects of inventory control and tracking of IMO 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 to produce reports on customer service tickets and customize reports to reflect IMO leadership requirements.

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

The monthly gross salary for this position will be Rs. 71,381/-

Qualifications Required:

- 1. Education** - Completion of Secondary Education (Completion of G.C.E. A/L- Candidate must have obtained at least simple passes for a minimum of two main subjects) is required.
- 2. Prior Work Experience** - Minimum two (2) years of experience in managing logistics is required.
- 3. Language Proficiency** - Level III (good working knowledge) Speaking/Reading/Writing English is required (*This will be tested*).
Level IV (fluent) Speaking/Reading/Writing Sinhala/Tamil is required.
- 4. Job Knowledge** - An in-depth knowledge of all the various functions and activities within the job holder's area of work; inventory and stores management, access controls, record keeping are required. Requires excellent logistical skills and attention to detail.
- 5. Skills & 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. Must possess valid class 'B' driver's license (Previously 'C, C1') to drive dual purpose vehicles.
Candidate must attach a copy of the relevant driving license.

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)
- Driver's License

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 July 17, 2020.
Please note, only shortlisted candidates will be contacted.