



AMERICAN EMBASSY, COLOMBO

Expendable Storekeeper - 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 Expendable Storekeeper in the General Services Office.

The selected candidate is responsible for overseeing the entire expendable supply operation at the embassy's warehouse facilities, ensuring proper organization and appropriate storage of all contents. She/he will also be accountable for the storage of all expendable supplies, while ensuring the efficiency and cleanliness of the warehouse building and grounds.

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

The monthly gross salary for this position is USD \$ 479.91

[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 July 01, 2024, is 1 USD = 305.00 LKR. This is a temporary revision and should not be assumed as an acquired right.]

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. *(Candidate must attach relevant educational certificate/s).*
- 2. Prior Work Experience** - A minimum of two (2) years of experience in warehouse stock control, property/supply management or logistical support service is required. *(Candidate must attach copies of relevant service/work experience certificates).*
- 3. Language Proficiency** -
Level III (Good Working Knowledge) reading, writing, speaking English is required. *(This will be tested)*
Level III (Good Working Knowledge) reading, writing, speaking Sinhala or Tamil is required.
- 4. Job Knowledge** -
 - Knowledge of supply chain, warehousing operations and/or property/expendables management/Inventory control.
 - Knowledge in computerized inventory and stock control data programs.
- 5. Skills and Abilities** -
 - Strong recordkeeping, technical, administrative skills, and attention to details.
 - Computer competencies including basic skills in Microsoft Office applications.
 - Must be able to lift a maximum of 51 lbs. (23kg)
 - Capable of planning and managing a wide variety of logistical operations (e.g., space management, supply and equipment needs, Supervisory skills, etc.
 - Must have a valid, current Class B (Light vehicle) license. Must have held it for a minimum of five (5) years.

How to Apply:

Please visit our website <https://lk.usembassy.gov/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 Certificate/s (G.C.E. Advance Level Result Sheet/s.)
- Relevant Service/Work Experience Certificates
- Copy of Driver's license
- Proof of Citizenship (National Identity Card/Passport and/or Work Permit)

PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED

Your application should reach us **on or before July 19, 2024.**

Please note, only shortlisted candidates will be contacted.