



AMERICAN EMBASSY, COLOMBO

Custodian [Female/Male]

The U.S. Embassy in Colombo is seeking eligible and qualified candidates for the position of Custodian in our Facility Management Office.

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. Your humanity and kindness are of paramount importance. Your ability to do your job better than anyone in Sri Lanka is what we are concerned with. Not your sexual, religious, and political preferences.

The incumbent is responsible for performing a wide range of cleaning duties at Mission office facilities as well as other U.S. Government (USG) owned and leased properties as directed.

The work schedule for this position is: Full time – 40 hours per week.

The monthly gross salary for this position will be USD \$ 278.66

[LE 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 March 28, 2023, is 1 USD = 320.00 LKR. This is a temporary revision and should not be assumed as an acquired right.]

Qualifications Required:

- 1. Education** - Completion of primary school [*Candidate must have sat for all or at least half (50%) of the required subjects at G. C. E. Ordinary Level*] is required. (**Must attach copies of relevant educational certificate/s**).
- 2. Prior Work Experience** - Minimum of six months of custodial or housekeeping experience is required (**Must attach copies of relevant service/work experience certificates**).
- 3. Language Proficiency** - Level I (Rudimentary knowledge) reading and speaking English is required. (**This will be tested**)
Level II (Limited knowledge) reading and speaking Sinhala or Tamil is required.
- 4. Skills & Abilities** - Ability to physically perform basic manual tasks. Ability to use cleaning tools and equipment maintaining safety for self and others.

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.*

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.

- Proof of citizenship (National Identity Card/Passport and/or Work Permit)
- Relevant Educational Certificate/s
- Relevant Service/Work Experience Certificate/s

PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED

Your application should reach us on or before April 14, 2023

Please note, only shortlisted candidates will be contacted.