



# AMERICAN EMBASSY, COLOMBO

## Chauffeur - [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 incumbent will be responsible for operating all types of Embassy vehicles for transporting Embassy personnel and goods, as well as assisting passengers with baggage and other goods on shift basis.

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

**The monthly gross salary for this position will be Rs. 57,586/-**

### Qualifications Required:

- 1. Education** - Completion of G.C.E. O/L (Candidate must have passed 6 subjects including Mathematics and possess distinctions or credits for at least 3 subject) is required.
- 2. Prior Work Experience** - Three years prior work experience as a professional driver is required.
- 3. Language Proficiency** - Level III (Good working knowledge) 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. Skills & Abilities** - Possesses class 'D' (formerly class 'A') heavy vehicle driver's license and acceptable safety record in prior driving experience is required. Must be able to work shifts scheduled at any time during the 24 hours day.

### 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)
- Copy of Driver's license (Both sides of the 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 August 07, 2020.**  
Please note, only shortlisted candidates will be contacted.