



AMERICAN EMBASSY, COLOMBO

Security Investigative 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. 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.

Incumbent maintains databases for Regional Security Office investigative programs including maintaining the RESOLVE database. Performs a reasonable level of clerical and related work pertaining to security investigations. Incumbent will perform duties assisting the incumbent Foreign Service National Investigator (FSNI) on liaison with the Police and other law enforcement on variety of issues as required, where employee must exercise considerable judgment, engage in field visits with U.S. special Agents, as and when required. During such field trips independently carries out specific tasks as instructed at the outset. Will follow up on USG interested court proceedings, submit clearly written detailed reports to permit a decision by FSNI or Regional Security Officer (RSO).

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

The monthly gross salary for this position will be USD \$ 464.16

[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 13, 2023, is 1 USD = 325.00 LKR. This is a temporary revision and should not be assumed as an acquired right]

Qualifications Required:

- 1. Education** - Completion of G.C.E. Advance Level (Candidate must have obtained at least simple passes for a minimum of two main subjects) is required. *(Must attach copies of relevant educational certificate/s).*
- 2. Prior Work Experience** - Two (2) years of work experience in administrative work is required, of which one (1) year experience in investigative work. *(Must attach copies of relevant service/work experience certificates).*
- 3. Language Proficiency** - Level III (Good working knowledge) English Reading/Writing/Speaking is required. *(This will be tested)*
Level IV (Fluent) Sinhala and/or Tamil Reading/Writing/Speaking is required.
- 4. Job Knowledge** - A good working knowledge of office administrative processes and procedures of agencies and organizations normally contacted by the investigative staff. Some knowledge of investigation procedures.
- 5. Skills & Abilities** -
 - Competencies in Microsoft office package (Word, Excel, Access, Outlook) is required. Must be able to deal with others with some influence effectively. Ability to negotiate with external and internal sources and obtain their cooperation is required.
 - A valid class "B" driver's license (formerly C, C1) is required - *Candidate must attach a copy of the relevant driving license (Both Sides) (Safe driving skills may be tested)*

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 Driving license (Both side)
- 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 7, 2023.**

Please note, only shortlisted candidates will be contacted.