



AMERICAN EMBASSY, COLOMBO

Protocol Assistant (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.

We are seeking qualified candidates to fill the above vacancy in our Executive Office. The Protocol Assistant is responsible for providing protocol support for the Ambassador and Deputy Chief of Mission and other Embassy sections when needed. Manage official Embassy events. Draft, receive, and archive official correspondence. Maintain databases and biographies of official contacts. Manage VIP visits. Translate and interpret between English and local languages

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

The monthly gross salary for this position will be 636 USD

[Locally Employed 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 May 15th is 1 USD = 313.00 LKR. This is a temporary revision and should not be assumed as an acquired right]

Qualifications Required:

- 1. Education** - University degree (i.e., BA) in public relations, business administration, sociology, psychology, international relations, English, linguistic fields, from an accredited institution is required. *(Must attach copies of relevant educational certificate/s).*
- 2. Prior Work Experience** - Four (4) years progressively responsible experience in office administration including translation and interpretation between English, Sinhala and/or Tamil required. *(Must attach copies of relevant service/work experience certificates).*
- 3. Language Proficiency** - Level IV (Fluent) reading, writing, and speaking English is required. *(This will be tested).* Level IV (Fluent) reading, writing, and speaking Sinhala/Tamil is required
- 4. Job Knowledge** - Must have a thorough knowledge of host government protocol guides, general etiquette and social mores of the host country, aspects of the political structure and situation of the host country affecting protocol, and source references such as Department of State protocol and correspondence instructions.
- 5. Skills and Abilities** - Good typing speed is required. Must be able to work independently with minimum supervision, establish priorities and work under pressure. Must display initiative in the organization of resource materials and be able to organize and maintain operational and archival records. Good interpersonal skills required. Must be creative and innovative. Must be discreet and be able to handle the public in a tactful and courteous manner

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.

- Relevant Educational Certificates
- Relevant Service/Work Experience Certificates
- Proof of Citizenship (National Identity Card/Passport and/or Work Permit)
- Updated Resume

PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED

Your application should reach us **on or before June 1, 2023**

Please note, only shortlisted candidates will be contacted.