



# AMERICAN EMBASSY HUMAN RESOURCES ASSISTANT-TAMIL MEDIUM



The incumbent is responsible for performing a broad range of Human Resources administration for locally employed staff. Duties encompass administration of recruitment and employment program, performance management program, hospitalization insurance program and other HR activities. Incumbent is also responsible for Tamil language documentation/translations and implement a diversity program.

Are you fluent in English? (English will be tested), **Are you fluent in speaking, reading & writing Tamil? (Tamil will be tested)**, Can you speak Sinhala well?, Do you have a working knowledge in Human Resources Management?, Do you have analytical & problem solving skills?, Do you have standard skills in use of MS Office package-Word, Excel, Power point, Outlook & internet searching? If the answer is 'Yes' and you also meet the below mentioned qualifications, then you are the person we're looking for!

**Please send us your detailed CV along with a cover page containing the following questions & your answers:**

1. Position applied, 2. Source of advertisement -Sunday Observer/Virakesari/Embassy Website/Management Notice/Other (please specify); 3. Name, 4. Telephone Number, 5. Are you between ages 18-60? (Y/N), 6. Have you sat for G.C.E. (A/L) (Y/N, if 'Y', Results), 7. Do you have two years professional education in Human Resources Management / General Management / Administration? (Y/N-If 'Y', Course Name, Institute, Starting & Ending Date of the course), 8. Do you possess three years of experience in Human Resources Management / General Management / Administration? (Y/N - If 'Y' state employer, position title, years /months of employment in each position & duties), 9. Are you fluent in Speaking, Writing Tamil? (Y/N).

**Applications without cover page may not be considered.**

**If your answer is 'NO' to any of the above questions, please note that your application will not be considered for the position.**

We work a four and a half day work-week with options for flexi hours and your take home monthly package will be Rs.64,716/-.

- ✓ Your application should reach us on or before November 12, 2009 at; P.O. Box 106, Colombo; or [Colombohr@state.gov](mailto:Colombohr@state.gov). Don't forget to mention the position applied, on the top left-hand corner of the envelope or in the e-mail subject line.
- ✗ Only short-listed candidates will be contacted.

The American Embassy in Colombo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. It also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement.