



### AMERICAN EMBASSY, COLOMBO

#### Mason (Open to All Interested Applicants) 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 U.S. Mission in Colombo is seeking qualified candidates to serve as the Mason in the Facilities Management Office.

The selected candidate performs a full range of skilled tasks in masonry construction, maintenance, and repair at US Government owned and leased facilities. The incumbent performs master craftsman level functions related to all types of, concrete blockwork, reinforced concreting, stonework, and surface finishes comprising tiling, sand-cement plaster, gypsum plaster, pavers. The incumbent will do dry wall installation, install and make repairs to damaged drywall and prepare the surface ready for painting. S/He works under the general supervision of Carpentry Foreman and will provide the incumbent direction and oral instructions or work order concerning work to be done and proceeds to accomplish the necessary maintenance, repair or installation in accordance with established trade practice, standards and methods.

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

**The monthly gross salary for this position will be USD \$ 371.41**

[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 January 2, 2024 is 1 USD = 321.50 LKR. This is a temporary revision and should not be assumed as an acquired right.]

#### **Qualifications Required:**

- 1. Education** - Attempted G. C. E. (O/L) [must have sat for all or at least 50% of the required subjects] and completion of six months vocational training from an accredited institute recognized as producing journeyman technicians in masonry/construction/civil and/or form work or related trade is required. *(Candidate must attach relevant educational certificates).*
- 2. Prior Work Experience** - Minimum two years of work experience in masonry trade working at journeymen level in an establishment or in construction industry is required. *(Candidate must attach copies of relevant service/work experience certificates).*
- 3. Language Proficiency** - Level II English (Limited knowledge) reading, writing, and speaking is required. *(This will be tested)*  
Level III Sinhala or Tamil (Good working knowledge) reading, writing, and speaking is required.
- 4. Job Knowledge** - Must have good working knowledge of building services and standards pertaining to star class hotel industry.  
Must have good knowledge of maintenance trade, tools, equipment and standard maintenance practices and procedures.  
Must have good knowledge of safety, personnel protective equipment (PPE) and procedures.
- 5. Skills and Abilities** - Must be able to use the typical lot of hand tools, small handheld power tools, vacuum cleaners, masonry tools, and ladders.  
Must be adept at keeping work sites free of clutter and debris, clean and neat; must use good safety practices and follow all safety practices and follow all safety requirements in execution of tasks and be able to use all appropriate PPE.  
Must have a valid, current license to drive dual purpose vehicles (Class-'B').

#### **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)
- Relevant Driving License

#### **PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED**

Your application should reach us **on or before February 08, 2024.**

Please note, only shortlisted candidates will be contacted.