



Vacancy Announcement

Embassy of Sri Lanka in Washington D.C., USA

The Embassy of Sri Lanka in Washington DC seeks applications from self-motivated, diligent individuals for the following Posts:

A. Receptionist cum Clerical Assistant:

Requirements:

- High School Diploma/ G.C.E. Advanced Level equivalent or above
- Excellent command of English and Sinhala languages (written and spoken). Fluency/knowledge in Tamil and Spanish languages will be an added qualification.
- IT/computer literacy
- Strong communication skills

B. Information Officer:

Requirements:

- High School Diploma/ G.C.E. Advanced Level or above (First degree is an added qualification)
- Excellent command of the English language (written and spoken). Fluency/knowledge in Sinhala, Tamil, and Spanish languages will be an added qualification.
- IT skills/computer literacy
- Skills in Research, critical writing/reporting, compilation of data. .

C. Media Officer

Requirements

- High School Diploma/ G.C.E. Advanced Level or above (First degree is an added qualification)
- Excellent command of the English language (written and spoken). Fluency/knowledge in Sinhala, Tamil, and Spanish languages will be an added qualification.
- IT skills/computer literacy (Skills in photography/ videography and editing will be an added qualification)
- Excellent command/ skills in reporting, communication, research, and data compilation.

Other information/requirements:

- **Date of Commencement** - 1st February 2025
- **Age limit** - 20 - 45 years
- **Type of work/job** - In-person/ Onsite
- **Duration** - One Year, contractual (Renewable on satisfactory service performance)
- **Experience relevant to the respective posts** - not a prerequisite, but will be an added qualification
- **Applicants must have the U.S. Citizenship, or a valid Green Card / a valid U.S. Visa, with an uninterrupted work permit.**
- **How to apply:**
Please send your Resume with a letter of interest in electronic format (PDF File) to slemb.washington@mfa.gov.lk with a copy to administration@slembassyusa.org on or before **17th January 2025**.

Please write “**Application for Vacancy Announcement**” in the subject line of your email to ensure the timely process of your application.

Please note that only short-listed candidates will be contacted for an interview.