



U.S. EMBASSY VACANCY Security Guard/Receptionist

The U.S. Embassy is currently accepting applications for the position of the Security Guard/ Receptionist. On a rotational shifts basis (day and night shift), incumbent performs Guard/ receptionist duties including searches of visitors to the Embassy and associated facilities and vehicles checks at the car park barriers. Incumbent provides access control and screening of visitors to the Embassy and associated facilities including monitoring of surveillance video monitors. Qualified applicants must complete a school certificate (S.C). At least three years of security-related experience and at least one year of office or clerical work are required. Applicants must have a thorough knowledge of security procedures. Applicants must be computer literate in the use of emails, Microsoft Office Suite and be able to learn new computer applications. Incumbent must be willing to learn and use unarmed submission techniques and must have the ability to cope with pressure in dealing with the public. Tact, courtesy and firmness are required. Ability to react to variety of security situations in a rapid and professional manner is required. Applicants must possess a good working knowledge of English and French (speaking, writing and reading) and must be able to communicate in Creole. Additionally, qualified applicants must be able to pass a background suitability screening. Interested candidates must send their applications with copies of CV and related credentials to the Human Resources Office, 4th floor, Rogers House, Port Louis to arrive no later than close of business March 31st, 2016.