



Security Personnel (Wellington)

The Embassy of the United States of America in New Zealand invites applications for a full time position in our Regional Security Office in Wellington.

If you are a professional who is driven, flexible and enjoy working in a busy environment, then this position is for you! Working in an organization with very low employee turnover, this stable, secure position is a permanent, full-time vacancy. The Security Personnel will be required to perform security duties in accordance with the objectives of the Embassy security program.

To be successful in this role you will have a minimum of 1-2 years proven experience in observation and reporting techniques, obtained during previous employment in the military, police, or private security setting. Your strong customer service skills will be based on your ability to work independently, manage your time well and be highly organized. You will need to be competent with MS Office applications, including Word and Outlook.

Working as part of a close knit team, you must demonstrate a professional and mature attitude and an ability to maintain confidentiality. A flexible attitude is required, as the role involves shift work, including weekends and public holidays. Being physically fit and able will work to your advantage, as this role has some physical elements.

The starting salary for this position is NZ\$41,719 per annum.

You must have a current valid full NZ driver's license and have a current valid work permit with eligibility to work in New Zealand at the time of application. All employees of the U.S. Government are required to complete full medical and security background checks.

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov

Applications close at 5pm on Monday 17 September, 2012.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.