



## **Consular Assistant**

The Embassy of the United States of America, Apia is seeking an individual for the full-time, permanent position of Consular Assistant.

The incumbent performs a range of moderately difficult and responsible work related to Special Consular Services including U.S citizen protection and welfare, repatriation, deaths of American citizens abroad, and notarial services.

To be considered for this role you must have completed a university qualification and have a minimum of two years experience in a position that requires the application of regulatory material or a closely related field such as law, of which one year should be directly related to Consular work. You will have good organizational and communication skills, being fluent (written and verbal) in English and a good working knowledge of Samoan. Integral to the position is the ability to exercise tact and professionalism at all times. You must also be proficient with standard computer applications and Microsoft Office. You must also be eligible to work in Apia.

The starting salary for this position is WST\$25,824, plus allowances of WST\$6,168 per annum.

A copy of the full job description and person specification is available at <http://samoa.usembassy.gov/>

*All employees of the US Government are required to complete full medical and security background checks.*

For further information or to apply, please click the “Apply” button below.

**Applications close at 5:00 p.m. on Tuesday, 22 March 2011.**

### **SUBMIT APPLICATION TO:**

Alice Porter-Mapusua  
Embassy of the U.S.A  
P.O. Box 3430  
APIA

Or e-mail: [Porter-MapusuaAA@state.gov](mailto:Porter-MapusuaAA@state.gov)