

*Embassy of the United States of America
Port of Spain, Trinidad, W.I.*

Career Opportunity

The Embassy of the United States of America is seeking an individual to fill the following position:

GARDENER

All ordinary resident applicants must have the required work and/or residency permits to be eligible for consideration.

**PLEASE GO TO PAGES 2 - 4 OF THIS DOCUMENT FOR
ADDITIONAL INFORMATION.**

STARTING SALARY: TT\$69,695 Basis Annual Salary and TT\$18,018 Annual Miscellaneous Benefit Allowance. A total of: TT\$87,713 per annum.

Unsuitable applications will not be acknowledged.

BASIC FUNCTION OF POSITION

The incumbent will be responsible for plants and maintenance of gardens, lawns and grounds at various facilities.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. **EDUCATION:** Completion of primary school level education and formal gardening certification supported by certification required.
2. **WORK EXPERIENCE:** Two (2) years of gardening experience required.
3. **LANGUAGE PROFICIENCY:** Level I English ability (rudimentary) reading, writing and speaking required.
4. A good working knowledge of garden maintenance and the use of all garden equipment required.
5. Must be able to perform physical work outside weather conditions required.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- A current resume or curriculum vitae along with the following information. **Failure to include the following information will result in an incomplete application:**

1. Position Title
2. Dates Available for Work
3. First, Middle & Last Names as well as any other names used
4. Current Address, Day, Evening, and Cell phone numbers
5. U.S. Citizenship Status (Yes or No) & Status of permanent U.S. Resident (Yes or No; if yes, provide number)
6. U.S. Social Security Number and/or Identification Number
7. Eligibility to work in the Country (Yes or No)
8. Special Accommodations the Mission needs to provide
9. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
10. Days available to work
11. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
12. U.S. Eligible Family Member and Veterans Hiring Preference
13. Education
14. License, Skills, Training, Membership, & Recognition
15. Language Skills
16. Work Experience
17. References

SUBMIT APPLICATION TO

Applications must be submitted no later than close of business June 22, 2016:

(Gardener)
Human Resources Management Office
United States Embassy
15 Queen's Park West
Port of Spain

The U.S Embassy in Port of Spain is an Equal Opportunity Employer

Applicants desirous of acknowledgement of receipt of their application are required to include a duplicate covering letter and a self-addressed stamped envelope with their application.