

*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 position of:

HUMAN RESOURCES ASSISTANT

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\$148,336 Basis Annual Salary and TT\$18,018 Annual Miscellaneous Benefit Allowance. A total of: TT\$166,354 per annum.

Unsuitable applications will not be acknowledged.

BASIC FUNCTION OF POSITION

Under the supervision and direction of the HR Specialist the incumbent provides varied personnel services and administrative support to the Human Resources Office.

QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** Completion of secondary school level education with a minimum of five (5) CXC O' level subjects (must include Mathematics and English) and at least two (2) years of college or university studies in Business Administration, Human Resources or equivalent studies required.
2. **WORK EXPERIENCE:** A minimum of three (3) years' experience in administrative office work required.
3. **LANGUAGE PROFICIENCY:** Level IV English ability (fluency) reading, writing and speaking required.
4. Proficiency in the use of Microsoft Suite (Word, Excel, Access, Outlook and PowerPoint) required.
5. Must have a good knowledge of general office operation, procedural requirements pertaining to functions specific to processing National Insurance, Payroll and other HR functions required.
6. Must possess exceptional interpersonal skills with the ability to multi-task and provide outstanding customer service 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 November 26, 2014 to:

(Human Resources Assistant)
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.