

*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:

## ***INFORMATION RESOURCE AND EDUCATIONAL ADVISING DIRECTOR***

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.**

## BASIC FUNCTION OF POSITION

This position directs and manages the Embassy's Information Resource Center (IRC) in accordance with the Mission Strategic and Resource Plan (MSRP) goals and advises students on educational opportunities in the United States. The incumbent will be required to oversee outreach, programs, funding and research conducted by the IRC including managing programs at the Science Corner in the National Library in Port of Spain. Develops and maintains continuing personal contacts with the highest-level target audience members.

## QUALIFICATIONS REQUIRED

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

- 1 **EDUCATION:** A university degree in information science, library science, journalism, communications, political science, international affairs or American studies required.
- 2 **WORK EXPERIENCE:** Three to five years of responsible experience in the field of information research or project management and educational outreach. This includes experience in traditional research and reference services, public speaking, and in the use of emerging technologies and electronic resources required.
- 3 **LANGUAGE PROFICIENCY:** Level IV English ability (Fluency) reading, writing and speaking required.
- 4 Proficiency in the use of Microsoft Word and Excel required.
- 5 Skills and ability to draft correspondence, reports and to speak in public and give presentations required.
- 6 Ability to perform thorough research on a great variety of reference subjects, to develop and maintain contacts among high level key audiences. Plan and manage the Embassy's outreach events to schools, non-governmental organizations, and other Embassy partners 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 April 3, 2014 to:

(Information Resource and Educational Advising Director)  
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.