

*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:

SECRETARY

All ordinary resident applicants must have the required work and/or residency permits to be eligible for consideration. **This position requires a top secret security clearance. As a result, this position must be filled by a Citizen of the United States of America.**

STARTING SALARY: TT\$97,313 Basic Annual Salary and TT\$18,018 Annual Miscellaneous Benefit Allowance. A total of: TT\$115,331 per annum.

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

BASIC FUNCTION OF POSITION

This position is responsible for providing secretarial support to the Administrative Support Specialist in the administrative management of the Drug Enforcement Agency as directed by the Section Head. It performs a variety of clerical and administrative support duties including but not limited to daily telephone inquiries, mail, filing, scheduling meetings etc.

QUALIFICATIONS REQUIRED

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

- 1 **EDUCATION:** Completion of U.S. High School level education or Secretary School with five (5) CXC or GCE O' levels required.
- 2 **WORK EXPERIENCE:** Two years progressively responsible clerical or secretarial experience required.
- 3 **LANGUAGE PROFICIENCY:** Level III English ability (good working knowledge) reading, writing and speaking required.
- 4 Ability to type 50 wpm and proficiency in the use of Microsoft Office Suite required.
- 5 Training in telephone etiquette and general office practice 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. Date and Place of Birth
5. Current Address, Day, Evening, and Cell phone numbers
6. U.S. Citizenship Status (Yes or No) & Status of permanent U.S. Resident (Yes or No; if yes, provide number)
7. U.S. Social Security Number and/or Identification Number
8. Eligibility to work in the Country (Yes or No)
9. Special Accommodations the Mission needs to provide
10. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
11. Days available to work
12. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
13. U.S. Eligible Family Member and Veterans Hiring Preference
14. Education
15. License, Skills, Training, Membership, & Recognition
16. Language Skills
17. Work Experience
18. References

SUBMIT APPLICATION TO

Applications must be submitted no later than close of business August 26, 2015 to:

(Secretary)
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.