

*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:

SECURITY INVESTIGATOR

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.**

Unsuitable applications will not be acknowledged.

BASIC FUNCTION OF POSITION

This position provides investigative support for the security office by conducting personnel security, criminal, and general investigations; maintains the certification and re-certification program for staff; develops and maintains liaison relationships between the Embassy and Trinidad and Tobago law enforcement, military, and security communities; collects data on country crime incidents and trends; and assists with developing threat assessments and other analysis.

QUALIFICATIONS REQUIRED

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

- 1 **EDUCATION:** A Bachelor's degree in the social sciences and/or criminology required.
- 2 **WORK EXPERIENCE:** At least four years of progressively responsible experience in investigative work with a military, police or private security organization required.
- 3 **LANGUAGE PROFICIENCY:** Level III English ability (Good Work Knowledge) reading, writing and speaking required.
- 4 Proficiency in the use of Microsoft Word and Excel and a valid driver's license required.
- 5 A good working knowledge of local law enforcement and criminal activities. This includes a good understanding of the principles and techniques for conducting criminal, personnel, and general investigations required.
- 6 Must be able to work independently and adapt to changing circumstances without requesting guidance 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 10, 2014 to:

(Security Investigator)
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.