

*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 OFFICER

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 security for U.S. Government facilities, employees and family members by performing procedures to detect, recognize and report on surveillance directed against U.S. Government facilities and/or personnel and provides support directly, or by calling for assistance. In case of an imminent attack, calls for immediate assistance and takes action to prevent injury and death to personnel and destruction to property.

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 required.
- 2 **WORK EXPERIENCE:** Three to five years of military, police or security work experience which involved observation/surveillance skills and other security techniques required.
- 3 **LANGUAGE PROFICIENCY:** Level III English ability (Good Working Knowledge) reading, writing and speaking required.
- 4 Knowledge of conducting and reporting surveillance and capable of discerning normal traffic patterns, pedestrian behavior and check points of Embassy facilities, access and travel routes required.
- 5 A valid driver's license is required.
- 6 Good working knowledge of the use of Microsoft Word 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 22, 2013 to:

(Security Officer)
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.