

*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 GUARD

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 is located in the Regional Security Office (RSO). This Ambassadorial Protective Detail provides the Chief of Mission (COM) with a comprehensive range of protective services that ensures his/her safety and security. The incumbent is required to be familiar with physical protective measures, route analysis, site surveys, police liaison, and other protective security (PRS) duties.

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:** Two years work experience in personal protection or security duties required.
- 3 **LANGUAGE PROFICIENCY:** Level III English ability (Good Work Knowledge) reading, writing and speaking required.
- 4 Knowledge of personnel protective security principles and standard rules, procedures and techniques inclusive of an understanding of PRS operations and be able to apply them to actual situations when performing the duties of this position. Knowledge, skills and ability to develop protective security plans that involve extensive interaction and coordination with Embassy personnel, local government officials, member of local law enforcement agencies, and the staff at hospitals and other facilities used in creating a security environment for the COM when traveling required.
- 5 A valid driver's license is required.
- 6 Good working knowledge of the use of Microsoft Word and Excel is 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 October 31, 2012 to:

(Security Guard)
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.