

*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 individuals to fill three (3) positions as follows:

## *SECURITY OFFICERS*

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.**

**STARTING SALARY:** TT\$89,134 Basis Annual Salary and TT\$18,018 Annual Miscellaneous Benefit Allowance. A total of: TT\$107,152 per annum.

**Unsuitable applications will not be acknowledged.**

## BASIC FUNCTION OF POSITION

The incumbents will serve as members of the Chief of Mission (COM) armed protective security (PRS) detail; a part of the Regional Security Office. The incumbents will perform a comprehensive range of armed protective security services to ensure the safety and security of the COM. The incumbents will report directly to the Guard Supervisor (Agent In Charge) and are reviewed by the RSO/ARSO.

## QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** Completion of the U.S. High School education or Secondary School level education with CXC or GCE O' Levels required.
2. **WORK EXPERIENCE:** Minimum of three (3) years' experience in personal protection or security duties required.
3. **LANGUAGE PROFICIENCY:** Level III English ability (Good Working Knowledge) reading, writing and speaking required.
4. A Valid driver's license for light motor vehicle required.
5. Knowledge of basic computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint) and ability to navigate/search the Internet to derive information for inclusion in surveys/reports 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 February 16, 2016:

(Security Officers)  
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.