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:

AMERICAN CITIZENS SERVICES SUPERVISOR

All ordinary resident applicants must have the required work and/or residency permits to be eligible for consideration.

"FULL PERFORMANCE LEVEL"

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

STARTING SALARY: TT$210,043 Basis Annual Salary and TT$18,018 Annual Miscellaneous Benefit Allowance. A total of: TT$228,061 per annum.

Unsuitable applications will not be acknowledged.

BASIC FUNCTION OF POSITION

This position oversees the unit's operation for all ACS services, directly supervisor two (2) ACS Assistants, is the primary trainer on all ACS matters, and provides guidance to an Associate. The incumbent is also responsible for all complex passport and citizenship cases, special citizen services, and disaster and emergency preparedness.

QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** Completion of a bachelor degree in one of the social sciences discipline, humanities, law or related discipline is required.
2. **WORK EXPERIENCE:** Three to five years of progressively responsible experience in work involving the application of complex regulatory material along with extensive public contact and at least one year supervisory work experience in an administrative work environment required.
3. **LANGUAGE PROFICIENCY:** Level IV English ability (fluency) reading, writing and speaking required.
4. Proficiency in the use of Microsoft Outlook, Word and Excel required.
5. Skills and ability to draft correspondence, reports along with appropriate interpersonal skills in dealing with government officials and the public required.
6. Good working knowledge of local laws related to marriage, births/deaths and immigration and citizenship laws 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 9, 2015 to:

(ACS Supervisor - "Full Performance Level")
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.