

*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:

## ***ADMINISTRATIVE MANAGEMENT ASSISTANT***

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\$175,929 Basis Annual Salary and TT\$18,018 Annual Miscellaneous Benefit Allowance. A total of: TT\$193,947 per annum.

**Unsuitable applications will not be acknowledged.**

## BASIC FUNCTION OF POSITION

Under the supervision of the Security Policy and Assistance Coordinator (SPAC), the jobholder serves as a program assistant for Post's Caribbean Basin Security Initiative (CBSI) implementation activities, generally, and the International Narcotics and Law Enforcement (INCLE) funded programs, specifically. The jobholder provides administrative, logistical, and clerical assistance for the execution of INCLE funded programs and other security assistance programs or initiatives. Based on need, the jobholder may be asked to manage specific INCLE funded projects.

The jobholder is a part of the Security Assistance Team that collectively manages, implements, and monitors Post's CBSI and INCLE programs.

## QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** Completion of an associate degree in communications, sociology, criminology, anthropology, political science, international affairs, business management/administration, or public administration required.
2. **WORK EXPERIENCE:** A minimum of three years' experience in at least one of the principle skill areas – office administration, program management, political analysis, or marketing/communications required.
3. **LANGUAGE PROFICIENCY:** Level IV English ability (Fluency) reading, writing and speaking required.
4. Proficiency in the use of Microsoft PowerPoint, Word, Desktop publishing and Project Monitoring Software required.
5. Must possess a valid driver's license required.
6. Outstanding interpersonal skills with knowledge of office management techniques, project management, and communication methodologies 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 6, 2015 to:

(Administrative Management Assistant)  
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.