

*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:

VISA CLERK

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\$117,389 Basis Annual Salary and TT\$18,018 Annual Miscellaneous Benefit Allowance. A total of: TT\$135,407 per annum.

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED.

BASIC FUNCTION OF POSITION

The incumbent serves as a non-immigrant Visa Clerk. Performs the entire array of activities associated with non-immigrant visa services.

QUALIFICATIONS REQUIRED

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

- 1 **EDUCATION:** Completion of U.S. High School diploma or attainment of five (5) CXC or GCE General Proficiency O' level passes required.
- 2 **WORK EXPERIENCE:** Two years of office experience which includes clerical and/or receptionist experience required.
- 3 **LANGUAGE PROFICIENCY:** Level IV English ability (fluency) reading, writing and speaking required.
- 4 **SKILLS AND ABILITY:** Typing speed of 30 wpm and proficiency in the use of Microsoft Word and Outlook 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 August 8, 2016 to:

(Visa Clerk)
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.