

*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:

## ***BUDGET ANALYST***

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\$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

The incumbent will manage the International Military Education Training (IMET) program, assists the Milgroup Commander with the Foreign Military Financing/Sales (FMF/FMS) program and Overseas US Military Academies Scholarship program. He or she will be responsible for the formulation, presentation and execution of the Milgroup's operating budget, and functions as the Contracting Officer Representative (COR) for all of the MLO projects and contracts. Functions as the Humanitarian Assistance Program Manager with responsibility for all projects executed with host nation.

## 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's degree in Administration, Finance or equivalent required.
- 2 **WORK EXPERIENCE:** A minimum of three years experience in finance and administrative duties required.
- 3 **LANGUAGE PROFICIENCY:** Level IV English ability (Fluency) reading, writing and speaking required.
- 4 Proficiency in the use of Microsoft Suite (Word, Excel, and PowerPoint) required.
- 5 Must possess exceptional interpersonal skills with the ability to clearly and concisely communicate orally and in writing 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 October 23, 2014 to:

(Budget Analyst)  
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.