

*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:

RESIDENTIAL SECURITY COORDINATOR

This is a part time position - 20 hours per week work schedule. Only candidates who can obtain or who holds a secret security clearance from the United States of America will be considered for this position.

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.**

Unsuitable applications will not be acknowledged.

BASIC FUNCTION OF POSITION

This position will be responsible for the management of the residential security program. This position will be the primary point of contact on all residential security matters with various offices to ensure that all residences conform to Diplomatic Security standards. Conduct surveys of available and proposed housing to ensure security suitability and compliance before occupancy, and processes appropriate survey reports and forms.

QUALIFICATIONS REQUIRED

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

- 1 **EDUCATION:** Completion of high school education required.
- 2 **WORK EXPERIENCE:** Two (2) years security affiliated work experience required.
- 3 **LANGUAGE PROFICIENCY:** Level III English ability (Good Working Knowledge) reading, writing and speaking required.
- 4 Proficiency in the use of Microsoft Word and Excel required.
- 5 Valid Driver's License required.
- 6 Outstanding communication ability and interpersonal skills as it relates to providing exceptional customer service 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 December 31, 2013 to:

(Residential Security Coordinator)
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.