

*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:

SECURITY 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\$148,336 Basis Annual Salary and TT\$18,018 Annual Miscellaneous Benefit Allowance. A total of: TT\$13,863 per month.

Unsuitable applications will not be acknowledged.

BASIC FUNCTION OF POSITION

This subordinate Locally Engaged Staff (LES) member is responsible for the first -line management and supervision of the local guard personnel resources and provides comprehensive management advice to the RSO regarding the operational, contractual, and financial aspects of the residential security program.

QUALIFICATIONS REQUIRED

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

- 1 **EDUCATION:** A high school diploma or equivalent is required.
- 2 **WORK EXPERIENCE:** A minimum of three years of progressively responsible experience in the commercial security guard business, civilian or government police, or military, of which two (2) of the three (3) years are supervisory in nature required.
- 3 **LANGUAGE PROFICIENCY:** Level IV English ability (Fluency) reading, writing and speaking required.
- 4 Proficiency in the use of Microsoft Suite (Word, Excel, PowerPoint and Outlook) and holder of a valid driver's license required.
- 5 Must possess in-depth knowledge in physical security protection, residential security, standard security practices and procedures, and have a working knowledge of budget formulation required.
- 6 Must possess keen analytical abilities, strong presentation and public speaking skills 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 November 6, 2014 to:

(Security 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.