

*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:

## ***CULTURAL AFFAIRS 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.**

**Unsuitable applications will not be acknowledged.**

## BASIC FUNCTION OF POSITION

Under the direction of the Cultural Affairs Specialist the incumbent will work on cultural programming and exchanges, the section's budget, grants administration, outreach to exchange program alumni, administering exchange programs including the Fulbright, Speakers Program and International Visitor Leadership Program.

## 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 level education or Secondary School level education with completion of five (5) CXC or GCE O' Level passes which must include English O' level at the General Proficiency required.
- 2 **WORK EXPERIENCE:** At least two (2) years work experience in cultural activities and budget formation required.
- 3 **LANGUAGE PROFICIENCY:** Level IV English ability (Fluency) reading, writing and speaking required.
- 4 Good working knowledge of Trinidad and Tobago's political, economic, social and educational structure, institutions, political parties and cultural movements, historical development and key personalities required.
- 5 Proficiency in the use of the Microsoft Suite mainly Word, Excel, Access required.
- 6 Access to key contacts in government, educational and cultural institutions with outstanding 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. 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 January 27, 2012 to:

(Cultural Affairs 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.