

*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:

INFORMATION RESOURCE AND EDUCATIONAL ADVISING DIRECTOR

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.**

BASIC FUNCTION OF POSITION

Directs and manages an Information Resource Center (IRC) in accordance with the Mission Strategic Resource Plan (MSRP) goals and advises students on education opportunities in the United States. The incumbent will also oversee the outreach programs and research conducted by the IRC.

QUALIFICATIONS REQUIRED

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

- 1 **EDUCATION:** A university degree in one of the following: information science, library science, journalism, communication, political science, international affairs or American studies required.
- 2 **WORK EXPERIENCE:** Three to five years of progressively professional experience in information research or project management and educational outreach. This includes experience in traditional research and reference services, public speaking and in the use of emerging technologies and electronic resources required.
- 3 **LANGUAGE PROFICIENCY:** Level IV English ability (Fluency) reading, writing and speaking required.
- 4 Proficiency in the use of Microsoft Word, Excel and Publisher required.
- 5 Skills and ability to draft correspondence, reports and to speak in public and give presentations required.
- 6 Ability to supervise and perform extensive research on a variety of reference subjects, this includes the ability to plan and manage Embassy outreach events to schools, non-governmental organizations and other Embassy partners 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 December 23, 2011 to:

(Information Resource and Educational Advising Director)
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.