

*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:

SUPERVISOR, SECURITY OFFICE

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 directs and coordinates the activities of the Security Guards. It will provide security for the Embassy's facilities, employees and family members by performing procedures to detect/recognize and report on surveillance.

QUALIFICATIONS REQUIRED

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

1. **EDUCATION:** Completion of Secondary School level education with five (5) CXC or GCE O' Levels at the General Proficiency (Must possess English) required.
2. **WORK EXPERIENCE:** Five years police or security work experience which involves surveillance/observation work, two years of which must be supervision of more than five employees required.
3. **LANGUAGE PROFICIENCY:** English Level III ability (Good Working Knowledge) in reading, writing and speaking is required.
4. Valid driver's license for a light motor vehicle required.
5. Level II keyboard/typing ability with working knowledge of the use of Micro Soft Office Suite, (Word and Excel) required.
6. Knowledge of conducting and reporting surveillance and capable of discerning normal traffic patterns, pedestrian behavior and choke points of Embassy facilities, access and travel routes. Skilled in the use of surveillance detection equipment 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 March 16, 2012 to:

(Supervisor, Security Office)
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.