

EMBASSY OF THE UNITED STATES OF AMERICA
PORT OF SPAIN, TRINIDAD

VACANCY ANNOUNCEMENT – WHEN ACTUALLY EMPLOYED (WAE) POSITIONS

OPEN TO: All Interested Candidates (In-House & External)

POSITION (S): WAE: Clerks (Accounts, General Services), Telephone Operators, Chauffeurs, Custodians, Warehousemen and Gardeners

OPENING DATE: January 27, 2012

CLOSING DATE: February 9, 2012

WORK HOURS: Intermittent Work Schedule

SALARY:

Clerks (Accounts, General Services) *Ordinarily Resident
(NOR): TT\$45.48 per hour
(Starting salary) (Position Grade: FSN-05)

Telephone Operator *Ordinarily Resident
(NOR): TT\$41.65 per hour
(Starting salary) (Position Grade: FSN-04)

Chauffeurs *Ordinarily Resident
(NOR): TT\$38.18 per hour
(Starting salary) (Position Grade: FSN-03)

Laborers *Ordinarily Resident
(NOR): TT\$33.51 per hour
(Starting salary) (Position Grade: FSN-02)

Gardeners *Ordinarily Resident
(NOR): TT\$33.51 per hour
(Starting salary) (Position Grade: FSN-02)

Custodians *Ordinarily Resident
(NOR): TT\$30.73 per hour
(Starting salary) (Position Grade: FSN-01)

**LENGTH OF
HIRE:**

When Actually Employed (WAE) *(not to exceed a consecutive period of three (3) months at any given time).*

The U.S. Embassy in Port of Spain, Trinidad is seeking recruit qualified individuals for the following WAE positions of:

- 1) Clerks
- 2) Telephone Operators
- 3) Chauffeurs
- 4) Warehousemen
- 5) Gardeners
- 6) Custodians

BASIC FUNCTION OF POSITION

Clerks (Accounts, General Services) – the incumbent(s) will provide a full range of services including, but not limited to, performing a comprehensive range of clerical and procedural support functions.

Telephone Operator – Incumbent(s) primary responsibility is to process all incoming/outgoing calls. The incumbent will also be responsible for providing services such as, send/ receive faxes, maintain the Fax logbook/Activity Report and provide support to the Consular Section (IV/NIV).

Chauffeurs – the incumbent(s) will perform basic driver and messenger duties. Basic driver and messenger duties include, but are not limited to, conducting a motor vehicle safely and at a reasonable speed, clearing incoming diplomatic pouches, dispatching pouches, opening doors for passengers, assisting passengers with bags and delivering messages, envelopes and packages.

Warehousemen – the incumbent(s) will assist in conducting inventories, organizes warehouse stock to provide for maximum utilization of space and stock controls. Pulls stock to fill requisition/work order requests.

Gardener – the incumbent(s) prepares soil and plants, cultivates, fertilizers, waters, sprays, prunes and transplants shrubs, vegetables, flowering plants, and perennial and annual flowers. He/she may pot certain flowers and plants for indoor displays. Seeds, fertilizers, waters and generally maintains lawns.

Custodian – Performs basic janitorial work at U.S. Embassy and PAS buildings and grounds. Basic janitorial duties include, but are not limited to, office floors, corridors, and other assigned areas and stairways by vacuuming and/or mopping, waxing and polishing.

A copy of the complete position description listing all duties and responsibilities for the positions listed above is available in the Human Resources Office. Contact (868) 822-5372, 822-5360 or 822-5365.

QUALIFICATIONS REQUIRED

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

Clerks (Accounts, General Services)

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:** Two (2) years of progressively responsible experience in the clerical field required.
3. **LANGUAGE PROFICIENCY:** Good working knowledge in English (Level III), able to communicate orally and in writing at a high level required.
4. Proficiency in the use of Microsoft Word, Excel and Access required.
5. Knowledge of correspondence and reporting formats required.

TELEPHONE OPERATOR

1. **EDUCATION:** Completion of U.S. High School education or Secondary School level education with CXC or GCE O' Levels (English O' Level is compulsory) required.
2. **WORK EXPERIENCE:** Two (2) years experience in Telephone Switchboard Operations is required.
3. **LANGUAGE PROFICIENCY:** Good working knowledge in English (Level IV), able to communicate orally and in writing at a good level is required.
4. Proficiency in the use of MS Office, (Word, Excel) is required.
5. Good interpersonal and organizational skills, with the ability to handle irate callers tactfully and courteously are required.

CHAUFFEUR

1. **EDUCATION:** Completion of a Primary Level education. Possession of a Safe Driving certificate required.
2. **WORK EXPERIENCE:** Two (2) years of progressively responsible driving experience required.
3. **LANGUAGE PROFICIENCY:** English (Level II), able to communicate well orally and in writing required.
4. Possession of a valid light motor vehicle license required.
5. Must be able to communicate courteously and competently with high ranking officials required.

WAREHOUSEMEN

1. **EDUCATION:** Completion of a Primary Level education required.
2. **WORK EXPERIENCE:** At least six (6) months warehouseman experience, or an equivalent combination of warehouse and laborer experience.
3. **LANGUAGE PROFICIENCY:** English (Level II) ability (working knowledge) reading, writing and speaking required.
4. Basic knowledge of occupational and environmental health and safety practices required.
5. Valid driver's license for light motor vehicle required.
6. Ability to lift moderately heavy items required.

GARDENER

1. **EDUCATION:** Completion of a Primary Level education required.
2. **WORK EXPERIENCE:** One year of gardening experience is required.
3. **LANGUAGE PROFICIENCY:** English (Level 1), and the ability to communicate well orally and in writing is required.
4. Knowledge of garden maintenance is required.

CUSTODIAN

1. **EDUCATION:** Completion of a Primary Level education required.
2. **WORK EXPERIENCE:** One (1) year janitorial experience in a business environment required.
3. **LANGUAGE PROFICIENCY:** English (Level I), and the ability to communicate well orally and in writing is required.
4. Knowledge of cleaning techniques.
5. Must be capable of performing physical work, which can involve lifting items weighing an average of 40 lbs.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. A current resume/curriculum vita that addresses the qualification requirements of the WAE position(s) listed above.
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the WAE position(s) as listed above.

SUBMIT APPLICATION TO

(STATE POSITION TITLE THAT YOU ARE APPLYING)

Human Resources Management Office
United States Embassy
15 Queen's Park West
Port of Spain

POINT OF CONTACT:

Telephone: (868) 622 6371
FAX: (868) 822 5359

DEFINITIONS

1. **NOT ORDINARILY RESIDENT (NOR)**

An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

2. **ORDINARILY RESIDENT (OR)**

A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: FEBRUARY 9, 2012

The US Mission in Port of Spain, Trinidad & Tobago provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.