EMBASSY OF THE REPUBLIC OF TRINIDAD AND TOBAGO

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position at the Embassy of the Republic of Trinidad and Tobago in Washington, DC:

Clerical Support Officer – Immigration Section
(on contract)

Key Duties and Responsibilities:

- Conduct pre-qualification interviews of applicants
- Check, process and accept applications as well as issue passports
- Maintain administrative records for accounting and record keeping purposes
- Support the visa application process
- Register incoming mail and prepare outgoing mail
- Answer and address telephone and email queries and set appointments
- Perform additional duties as assigned

Other Requirements

- Possess a High School Diploma or its equivalent
- Previous clerical experience
- High Proficiency in the English Language
- High Proficiency in Microsoft Suite
- Knowledge and understanding of Trinidad and Tobago Immigration Laws is an asset
- **Must either be a citizen or Permanent Resident of the United States** (**documentary evidence is required)**

Qualities

- Ability to be discreet in all matters related to assignments, including confidentiality of all information seen or heard
- Good communication and customer-service skills
- Ability to multi-task and work independently with the capacity to handle various tasks with accuracy

- Ability to adapt readily and work effectively under a variety of different conditions, including with different people, situations and groups

The deadline to submit applications is **July 12, 2024.** Mailed applications should b**e post marked by July 12, 2024.** Interested persons should submit their resume and relevant copies of required documents by mail or email to:

Head of Chancery
Embassy of Trinidad and Tobago
1708 Massachusetts Avenue, NW, Washington, DC, 20036
embdcinfo@foreign.gov.tt

Unsuitable/late applications would not be acknowledged