

VACANCY NOTICE

Applications are invited from suitably qualified persons for the following position in the Embassy of the Republic of Trinidad and Tobago, Washington, D.C.

COMMISSIONAIRE/GUARD

Job summary

The Commissionaire/Guard will be responsible for providing security services and related assistance to the line manager. The Officer will also be required to assist in the assigned daily operations and undertake follow-up action as directed by the line manager.

Key Duties & Responsibilities

- Performs security checks using a scanner;
- Monitors visitors entering the Embassy;
- Assesses visitors to the Embassy for visible threats;
- Advises visitors about office policy and acceptable behavior in the public area;
- Maintains overall checks over the property and equipment of the Embassy;
- Monitors clients visiting the Immigration Section for various purposes and directs them towards services required;
- Maintains order in processing customers visiting the Embassy;
- Responds to requests for assistance from interviewing officers re disorderly conduct of visitors;
- Responds to alarms at the Embassy and Embassy Annex and permit entry to Secret Service;
- Manages the parking for meetings; and
- Performs other related duties

Required Skills & Competencies

- Excellent communication and interpersonal skills;
- Discretion and confidentiality;
- Ability to communicate effectively both orally and in writing;
- Displays patience and good listening skills;
- Ability to work as part of a team;
- Ability to be creative in problem solving; and
- Must possess a good overall knowledge of the functions of the Immigration Section.

Qualifications and Experience

- Work experience of 3-5 years in a similar position. Experience in the military and/or law enforcement is preferred;

- Minimum Requirement of High School Diploma or an Associate Degree;
- Must be a citizen or Permanent Resident of the United States or the holder of a valid A-2 Visa: documentary evidence is required.

The successful candidate will be required to provide a Police Certificate of Character or its equivalent. He/She will also be required to meet the requirements of an Embassy security clearance.

Applications should be submitted to:
The Head of Chancery
Embassy of the Republic of Trinidad and Tobago
1708 Massachusetts Avenue N.W.,
Washington, D.C., 20036

Alternatively, they can be emailed to embdcinfo@foreign.gov.tt