



CONSULATE GENERAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
NEW YORK

## VACANCY NOTICE – 01/2019

### Job Description

- Position:** Clerical Support Officer - three (3) positions
- Location:** Consulate General of Trinidad and Tobago,  
125 Maiden Lane, 4<sup>th</sup> Fl., New York 10038
- Closing date:** **Wednesday August 7, 2019 4:00pm**
- How to apply:** All interested candidates should submit a cover letter and resumé to the Consulate General by email to [cgyconsulateinfo@foreign.gov.tt](mailto:cgyconsulateinfo@foreign.gov.tt), or mail. Only short listed candidates will be contacted.
- Job summary:** The Officer will be responsible for providing administrative assistance in all functional areas in the Immigration section. The Officer will also be required to assist in the daily operation of the office and undertake follow-up action as directed by the Supervisor.

### Duties and Responsibilities:

- Conduct interviews for persons applying to renew a machine readable passport;
- Conduct checks on documents and forms submitted by passport applicants;
- Take photographs of persons applying for passports using specified machines;
- Issue travel documents;
- Scan documents;
- Establish and maintain databases;
- Prepare documents for mailing;
- Maintain a coherent and systematic filing system (both electronic and physical files);
- Make photocopies and send emails and faxes;
- Answer telephone calls and take messages;
- Make appointments and maintain appointment schedules;
- Provide information in response to queries received by persons on the phone, email or person visiting the Consulate General;
- Prepare a log of complaints/comments/feedback and forward to your Supervisor;
- Prepare reports of activities;
- Work 40 hours a week and beyond when required;
- Any other duties assigned by your Supervisor.

### **Minimum requirements**

- Possess a high school diploma or its equivalent;
- Possess legal authorization to work in the USA;
- Speak, write and read English well;
- Good computer skills (Microsoft Office Suite, Outlook, internet research);
- Adhere to the Consulate General's no smoking policy in its office and vehicles while on duty.

### **Knowledge, skills and qualities:**

- Courteous and cooperative attitude.
- Discreet in all matters related to assignments, including confidentiality about information seen or heard.
- Possess the ability to multi-task, work independently and consistently with the capacity to handle various tasks with accuracy whilst maintaining a friendly and courteous image to all internal and external constituents of the Consulate General.
- Ability to adapt readily and work effectively under a variety of different conditions, including different people, situations and groups. Must also be able to re-tool and re-invent oneself as the situation prescribes.

Send resumé and two **written** reference letters by post mail to the Consulate General of the Republic of Trinidad and Tobago, 125 Maiden Lane, 4<sup>th</sup> Fl., New York, NY 10038, or by e-mail ([cgnyconsulateinfo@foreign.gov.tt](mailto:cgnyconsulateinfo@foreign.gov.tt)) by Wednesday **7<sup>th</sup> of August, 2019**.

Administration  
CG, NY  
2019-08-02