



CONSULATE GENERAL OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
NEW YORK

### **Vacancy Notice – 03/2012**

#### **Job description**

Job title : Security Officer  
Location : Consulate General of Trinidad and Tobago, New York  
Responsible to : Consul, Security  
Responsible for : N/A

#### **Purpose of the job/post**

To assist the Consul, Security with security functions at the Consulate.

#### **Job summary**

The Officer in this position 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**

- Maintains order and assist building security in the ground floor lobby in processing customers visiting the Consulate.
- Maintains order in the 4th floor lobby of the Consulate.
- Monitors visitors entering the Consulate and direct them towards services required.
- Assesses visitors to the Consulate for visible threats.
- Advises visitors about office policy on acceptable behavior in the public area.
- Takes action to preempt or prevent the continuation of any disorderly conduct among visitors.
- Responds to request for assistance from interviewing officers/floor manager re disorderly conduct by visitors.
- Advises Consul, Security of any incident or impending incident that may result in disorder or a disruption of normal office functions that you have been unable to quell.
- Ensures that the Magnetometer in the elevator lobby is plugged in and the stanchions are properly aligned.
- Monitors persons as they pass through magnetometer and takes appropriate security measures to prevent persons from entering the office with weapons or instruments that can cause bodily harm.
- Answers telephones and take messages.
- Perform other related duties.

**Minimum Qualification**

- A High School diploma or equivalent certification.
- Work experience of 3 to 5 years in a similar position. Experience in the military and/or law enforcement is preferred.
- Excellent computer skills (Microsoft Office and Outlook required).

**Other requirements**

- Trustworthy and confidential at all times in everything that is communicated both orally and in writing.
- Proficiency in the use of computers particularly Microsoft Office suite, desktop publishing and databases.
- Ability to communicate effectively both orally and in writing.
- Ability to work with people and in teams.
- Displays patience and good listening skills.
- Ability to be creative in problem solving.
- Good interpersonal skills.

**To apply**

Send resume and two reference letters (not contact details of references) certificates by e-mail (consulate@ttcgny.com), fax (212-232-0368) or post mail (Consulate General of Trinidad and Tobago, 125 Maiden Lane, 4th Fl., New York, NY 10038) by **January 30, 2012**. Persons who have submitted resumes in the within the last 11 months need not resubmit their resume.

Administration  
CG, NY  
2012-1-19