



SECURITY PERSONNEL

The Embassy of the United States of America in Wellington invites applications for a full time position located in our Regional Security Office.

Are you a security professional with strong organizational and observation skills, who is able to work independently, adapt to changing circumstances and exercise discretion? The Security Personnel will be required to perform security duties in accordance with the objectives of the Embassy security program.

To be successful in this role you will have completed three years of secondary school, have at least one year's experience in a security-related field, and be skilled in the use of security equipment. You must have knowledge of Microsoft Office applications, and be familiar with policies and procedures for conducting and promoting effective security operations for the protection of people, property, data and institutions. You will hold a full New Zealand driver's license, be prepared to work scheduled shifts (including some weekends and public holidays) and be physically fit.

The starting salary for this position is \$47,394 per annum, with some special benefits e.g. both U.S. and New Zealand Holidays - a total of 20 days; and 8.7% contribution by the employer to an employee's retirement.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.*

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at <https://nz.usembassy.gov/jobs/u-s-embassy-wellington/>

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to Wellington.HR@state.gov

Applications close Friday, 3 June 2016.

***Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*