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INTERN PROGRAM ANNOUNCEMENT AMERICAN EMBASSY ANTANANARIVO

ANNOUNCEMENT NUMBER: 002/13

The U.S. Embassy in Antananarivo is seeking a student to serve as Intern for the IRC Section. Following are the details about this internship.

- **Major duties or projects:**
 1. Schedules appointment for clients using IRC/AIC services
 2. Brief eligible users on IRC services and procedures
 3. Serves clients of the IRC, checking them in and out
 4. Provides individual instruction to researchers using reference materials in the IRC/AIC
 5. Help with all administrative tasks related to processing, and cataloguing of incoming materials.
 6. Other as needed
- **Scope of work:**

The work includes working with the Cultural Team in the Information Resource Center of the US Embassy. This includes helping the IRC Director and Reference Librarian to the American Center transition, catalogue books, distributes information, and complete research.
- **Qualification requirements (knowledge, skills, abilities):**

A bachelor degree in English, information science, library science, political science, international affairs, American studies, or other suitable field. Good written and spoken English. Willingness to be flexible and learn. Ability to use computer and email.
- **Number of hours per day and per week (up to a maximum of 40 hours/week):**

Minimum of 20 hours a week and up to 8 hours/day for 40 hours/week
- **Duration of the internship (not to exceed three months):**

Three months, starting as soon as possible.
- **Designated staff member(s) to mentor/supervise the intern:**

Jaona Andriantsiory, Director of the Information Resource Center

HOW TO APPLY:

Please address your applications to the U.S. Embassy Human Resources Office, Lot 207 A Point Liberty Andranoro Antananarivo **no later than COB September 4, 2013, OR**

Applications may also be e-mailed to the following addresses: AntananarivoEmbHRO@state.gov, or faxed to the following number: 261 20 23 48035.

N.B: The following documentation **must be attached** as part of the application package before the application may be considered:

- Copy of the National Identity Card (For Malagasy citizens)
- Copies of each degree, diploma, and/or certificate mentioned in the application.

Any incomplete applications or applications received after September 4, 2013 will not be eligible for consideration.