



STUDENT INTERSHIP ANNOUNCEMENT

U.S. EMBASSY Tirana

- WHO MAY APPLY:** Current 3rd or 4th year university students in business, economics, statistics, law - or related fields
- POSITION:** Human Resources/Financial Management Office Assistant
- OPEN PERIOD:** Monday, December 16, 2013 until Monday, December 30, 2013
- INTERSHIP AVAILABLE:** February – May 2014

SECURITY/MEDICAL REQUIREMENT: Selected candidate will be required to undergo both a medical and security clearance prior to employment.

INTERSHIP DETAILS: The Foreign National Student intern program provides the opportunity to work at the U.S. Embassy, and to offer students the challenge of working in American style office, using English for the majority of the communications. This **unpaid internship program** is designed to provide substantive experiences and personal growth. We request a minimum commitment of **10 to 15 hours per week**. Scheduling is flexible.

DUTIES/JOB DESCRIPTION

Work with the financial management and human resources staff to understand, access, and manipulate data for comparisons, trends, and presentations. Produce flow charts and other visual aids representing Embassy operations. Interview staff and read background documents to understand Embassy procedures, identify problem areas, work with section heads to review potential improvements, and write detailed descriptions of revised procedures. Manipulate data from our phone vendor and health insurance provider to create meaningful reports. Work with HR benefits to improve local employee understanding of the medical insurance plan. Must be able to handle multiple projects simultaneously, and have strong organizational skills.

ELIGIBILITY & QUALIFICATION REQUIREMENTS

To qualify as an intern, an applicant must:

- Be enrolled in a local university, in a business, statistics, law, or related program.
- Be available to begin their internship within the time schedule prescribed and work a minimum of 8 weeks. Work an average of 10-15 hours a week.
- Level III (Good working knowledge) speaking/reading/writing in English is required. Level IV (Fluent) speaking/reading/writing in Albanian is also required.
- Excellent writing and communication skills, and be capable of interacting with diverse groups of community members, will be capable of working independently, and will be capable of seeking guidance from professional in the field.
- Familiarity with Microsoft Word, PowerPoint, Outlook, and proficiency using MS Excel is required.

TO APPLY FOR THIS INTERSHIP:

Interested and qualified students should submit and a cover letter explaining interests and background, resume or CV via email attachment to TiranaEmployment@state.gov no later than closing date of this

announcement. Candidates may include in the application package any other documentation (e.g., essays, certificates, awards, any references, certificates, or other documents) that addresses the qualification requirements of the position as listed above.

Only applications received in the HR Office before the closing date of this internship announcement will be considered. We extend our appreciation for considering the U.S. Government in Albania as a potential internship. *Please note that only short-listed candidates will be contacted.*

EQUAL OPPORTUNITY

The US Mission in Tirana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. **We encourage applicants with disabilities to apply.** The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

FOR ANY QUESTIONS CONTACT:

Embassy Human Resources Office, Monday through Friday from 8:00 A.M. to 5:00 P.M.

Telephone: (355) (4) 2247-285 Ext. 3297

Fax: (355) (4) 2232-222

E-mail: TiranaEmployment@state.gov

APPROVED: HRO/FMO/ CKENNEDY

DRAFTED: HR/ EHALILI