

**ANNOUNCEMENT
FOR FOREIGN NATIONAL INTERNSHIP OPPORTUNITY
WITH THE
U.S. MISSION TO THE OSCE (USOSCE)**

ANNOUNCEMENT NUMBER: I 11-04

OFFICE/LOCATION: USOSCE/Public Affairs Section (PA)

WORK HOURS: Upon agreement, 16-20 hours per week

STARTING DATE: May-June 2011

DURATION: Minimum 2 months, maximum 4 months

OPEN TO: Austrian or other Non-U.S. Citizen students, with a valid permanent residence permit for Austria, who are enrolled as full-time students at one of the Universities or "Fachhochschulen" in Vienna. Students must be at minimum 18 years of age.

BASIC FUNCTION:

The U.S. Mission to the OSCE represents the interests of the United States government in the Organization for Security and Cooperation in Europe (OSCE). The United States strongly supports the work of the OSCE and views it as the paramount instrument for building a region of stable, open societies in which every country lives at peace with its neighbors. The U.S. Mission to the OSCE engages with the diplomatic representatives of the other participating States and with OSCE staff in promotion of this vision.

The Public Affairs Section (PA) of USOSCE offers an internship which provides the opportunity to become familiar with the public affairs work of a diplomatic mission. The intern assists with compiling news reviews, researching documents related to OSCE projects, updating the website, with social media activities and general PA activities.

QUALIFICATIONS REQUIRED:

Studies: Majoring in one of the following studies: Russian and/or Eastern European studies, Political Science (i.e. conflict prevention), Journalism, or a related field.

Education: Completion of Austrian Matura or International Equivalent.

Languages: English: Fluency in speaking/reading/writing.
Russian: desired

Knowledge/Abilities/Skills: Good computer skills (MS Office, Internet)
Knowledge in Social Media techniques would be an asset

APPLICATION PROCEDURES:

Application language is English. Interested applicants should submit:

- The completed form "Application for Internship": please see website of the U.S. Embassy for downloading the form: [Application for Internship](#)
- A Statement of Interest describing the applicant's objectives and motivations in seeking an internship with the U.S. Mission.
- Documentation of status as a full time student at a University or "Fachhochschule" in Austria (i.e. "Inskriptionsbestätigung").
- Documentation of legal residency in Austria

SUBMIT APPLICATIONS TO:

American Embassy
Human Resources Office (HRO), FN Internship
Boltzmannngasse 16
1090 Vienna

or E-Mail: vacanciesvie@state.gov

or FAX: 313 39 - 2907

SELECTION PROCESS:

1. After an initial application screening, qualified applicants will be invited for an interview.
2. A computer test and language testing may be conducted.

ADDITIONAL SELECTION CRITERIA:

1. Students must have a valid health insurance.
2. Successful candidates will be required to pass a security and a medical certification.

All selections are made consistent with the State Department's Non-Discrimination Policy and with the Austrian Gleichbehandlungsgesetz to not discriminate among applicants on the basis of race, color, religion, sex, national origin, handicap, age or sexual orientation.