

# INTERN ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA  
BAKU



No. 16-22

**USAID Intern**

Date:

06/17/2016

**OPEN TO:** All Azerbaijani Students

**POSITION:** USAID Intern

**OPENING DATE:** June 17, 2016

**CLOSING DATE:** July 1, 2016

**WORK HOURS:** Part time; 20-30 hours/week

**LENGTH OF HIRE:** Two months

**IMPORTANT NOTICE:** This is NOT an offer of Federal Employment;  
There will be NO benefits;  
There will be NO COMPENSATION.

**Note:** All information and statement submitted for an internship vacancy are subject to verification. Any willful misstatement will result in elimination for internship consideration and if the individual is hired, subject to immediate termination irrespective of the length of internship.

The U.S. Agency for International Development (USAID) in Azerbaijan is seeking an individual for Intern position.

## BASIC FUNCTION OF THE POSITION

The incumbent will assist USAID/Azerbaijan Program Project Office staff with various research analysis and presentations.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact ext. 3847.

## QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Must currently be an undergraduate or graduate student.
2. **EXPERIENCE:** One year in conducting research work is required.
3. **LANGUAGE:** Level III (Good working knowledge) Speaking/Reading/Writing English. Level IV (Fluent) Reading/Speaking/Writing Azerbaijani is required.
4. **KNOWLEDGE/SKILLS:** Good knowledge of research and presentation techniques is required. Good computer skills (Microsoft Office, online media)

#### **ADDITIONAL SELECTION CRITERIA:**

1. Non-U.S. citizen student in good academic standing at his/her current educational institution.
2. Must be a continuing student upon completion of the internship.
3. Must be at least 18 years of age.
4. All applicants must have medical insurance
5. After selection, the student must receive security and medical clearance before receiving a formal offer of employment.

#### **TO APPLY**

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website;
2. Statement of Interest (in English);
3. Gratuitous Service Agreement (sample is available at U.S. Embassy Baku Internet page);
4. Written permission on internship from the educational institute (preferable in English) ;
5. Letter of recommendation (preferable in English);
6. Transcript of academic studies (preferable in English).

#### **SUBMIT APPLICATION TO**

Only electronic copies:  
E-mail: [BakuHRMailbox@state.gov](mailto:BakuHRMailbox@state.gov)

#### **POINT OF CONTACT**

HR Office  
Telephone: 488-33-00  
<http://azerbaijan.usembassy.gov>

**CLOSING DATE FOR THIS POSITION: July 1, 2016.**