

# INTERN ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA  
BAKU



No. 16-10	<b>Administrative Assistant Intern</b>	<b>Date:</b> <b>02/09/2016</b>
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- OPEN TO:** All Azerbaijani Students
- POSITION:** Intern
- OPENING DATE:** February 09, 2016
- CLOSING DATE:** February 23, 2016
- WORK HOURS:** Part time; 20-30 hours/week
- LENGTH OF HIRE:** Six 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. Embassy in Baku is seeking individuals for an Administrative Intern position in the Management Section. Multiple selections may be made from this announcement.

## **BASIC FUNCTION OF THE POSITION**

This temporary intern position will serve as an administrative assistant in the Management Office of the U.S. Embassy. The incumbent's primary duties are clerical: sorting mail, copying, scanning, stamping paper and requesting services or supplies. The position may also maintain information database, answer phones, perform filing, draft documents, and organize office supplies and performs other duties as assigned.

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:** Two years post – secondary study is required.
- 2. LANGUAGE:** Level III (Good working knowledge) Speaking/Reading/Writing English, Azerbaijani and Russian is required.
- 3. KNOWLEDGE/SKILLS:** Attention to details, basic computer skills, and good interpersonal skills are required.

## 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

Hard copies:  
Human Resources Office  
Address: 111 Azadlig Prospekti,  
Baku AZ1007, Azerbaijan

Or 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: February 23, 2016.**