

# VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA  
BAKU



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| No. 15-10 | <b>Protocol/Political/Economic Intern<br/>Position Vacancy</b> | <b>Date:<br/>02/24/2015</b> |
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**OPEN TO:** All Azerbaijani Students

**POSITION:** Protocol/Political/Economic Intern

**OPENING DATE:** February 24, 2015

**CLOSING DATE:** March 03, 2015

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

**LENGTH OF INTERNSHIP:** 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 an individual for the position of Intern in the Protocol/Political/Economic Sections. Multiple Selections may be made from this announcement.

## BASIC FUNCTION OF THE POSITION

Incumbent will serve as an assistant in the Protocol/Political/Economic Sections of the U.S. Embassy in Baku.

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. Major in linguistics, pedagogy, politics or social science, administration (public, business, law and education), international studies or relations is required.

**2. LANGUAGE:** Level III (Good working knowledge) speaking/reading/writing English, Russian, and Azerbaijani is required.

**3. KNOWLEDGE/SKILLS:** Information research skills, working knowledge of Microsoft Office, and good interpersonal skills are required.

## SELECTION PROCESS

It is essential that the candidate specifically address the required qualifications above in the application. Tests to further determine qualification levels may be administered.

## 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.

## TO APPLY

1. Application for Foreign National Student Intern Program (available at U.S. Embassy Baku Internet page) or a current resume or curriculum vitae (in English) that provides the same information found on the Application for Foreign National Student Intern Program;
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 (preferably in English);
5. Letter of recommendation (preferably in English);
6. Transcript of academic studies (preferably in English).

## SUBMIT APPLICATION TO

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

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

### POINT OF CONTACT

HR Office  
Telephone: 488-33-00 ext. 3847  
<http://azerbaijan.usembassy.gov>

**CLOSING DATE FOR THIS POSITION: March 03, 2015.**

The U.S. Mission in Baku 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.

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.