



**UNITED STATES CONSULATE GENERAL  
RIO DE JANEIRO, BRAZIL**

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**Management Notice No. 12-053  
April 18, 2012**

**TO:** *ALL POST PERSONNEL*

**FROM:** *MGMT OFFICER, PATTI HOFFMAN*

**SUBJECT:** *2012 RIO SUMMER HIRE PROGRAM*

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The Department of State's Overseas Summer Hire Program provides employment opportunities for family members of USG civil, foreign, or military service members assigned to post. To help us plan for Rio de Janeiro's summer hire program, we need to determine what jobs will be available and how many applicants we anticipate. If you are interested in participating, either by providing a job in your section or by having a family member take part in the program, please provide the following information to Management Officer Clarke Allard no later than May 4, 2012.

**Job Proposals**

Please provide a brief job description, to include specific duties and responsibilities, any desired skills or qualifications, an indication of clearance requirements, and the supervisor's name. Also, please indicate the estimated duration of the job and the preferred start/end dates. Agencies/Sections other than the Department of State submitting job proposals must be able to provide fiscal data to pay for salary and benefits of the family member who encumbers the position.

**Job Applicants**

Once we determine what jobs will be available for summer hires, we will issue a formal call for applications. In the meantime, Management Officer Clarke W. Allard would like the names of all family members who expect to participate in the program and the dates available. Following are eligibility requirements:

- Must be a U.S. citizen.
- Must be a family member of a USG civil, foreign, or military service member under the authority of the chief of mission assigned to Rio de Janeiro
- Must be a student enrolled in a course of study at an educational institution, college, or university within the past 12 months and registered to re-enroll.
- Must be at least 16 and not more than 24 years old.
- Must be on the travel orders of the employee.
- Must be available to work at least two full back-to-back pay periods.