

VOLUNTEER FOREIGN NATIONAL STUDENT ANNOUNCEMENT

Embassy of the United States of America, Helsinki, Finland

Announcement No. 23-2016

Position Title: Volunteer Student Intern - Political/Economic Section

Location: American Embassy, Helsinki

Salary and Grade: Unpaid

Schedule: Flexible up to 40 hours/week, temporary position

Opening Date: July 15, 2016

Closing Date: Until filled

Security/Medical: U.S. Mission issues medical/non-sensitive security clearance

One position is open from September through December 2016; one position is open from January through May 2017.

PERTINENT APPLICATION INFORMATION

Application Procedures: Interested applicants must submit their applications and pertinent supporting documentation to:

American Embassy
Human Resource Office
Itäinen Puistotie 14
00140 Helsinki
Email: hroh@state.gov; tel. 09/6162-5218

Please note:

- Application language is English, i.e. letter of introduction and CV or resume only
- Certificates, awards or degrees in English or Finnish do not need to be translated
- Applicants must provide an enrollment confirmation from the university/school
- U.S. Mission does not refund travel expenses incurred by the interview
- Eligibility requirements: The U.S. Mission will only accept applications from non-U.S. citizens. The purpose of the Volunteer National Student Intern Program is to offer local students the challenge of working in the Foreign Affairs arena.
- There are no benefits to this internship and no compensation, nor any future employment rights. The U.S. Mission will consider issues such as conflict of interest and nepotism in determining successful candidacy.

BASIC FUNCTION OF POSITION

The Political/Economic Section in the U.S. Embassy in Helsinki advances U.S.-Finland bilateral interests as well as the U.S. global agenda. The section engages the Finnish government, political actors, private sector, universities, businesses, entrepreneurs, investors, and academics to advance bilateral diplomatic relations regional trade and to encourage entrepreneurship.

The section works with the Finnish government on multilateral issues and handles U.S.-Finland trade and investment issues, the science, Arctic, energy, environment and technology portfolios.

The internship would entail substantive research, writing, and analysis on current issues in the political and economic sectors as related to Finland. Written translation from Finnish to English and vice versa may be requested from time to time. The daily working routines would also include administrative duties, including paperwork and electronic filing, event planning, and updating of websites/social media outlets.

REQUIRED QUALIFICATIONS

Applicants must address each selection criterion detailed below with specific information supporting each item in order to be considered qualified.

Education: Present enrollment in a university or comparable educational institution – preferably studying in a field related to politics, economics, business, or international affairs.

Experience: Basic level research or writing experience in English is preferred.

Language: Level IV (fluent) Finnish and English required

Knowledge, Skills and Abilities:

- Prefer university-level background in international relations and international issues. It is particularly helpful if the applicant has some background in international economics. A good understanding of the Finnish political and economic framework is preferred.
- Ability to work under tight deadlines and take on increasing levels of responsibilities/tasks as needed.
- Must possess strong interpersonal, writing, research and analytical skills.
- Prefer experience providing analysis and evaluation of information derived from a variety of sources.

CLOSING DATE FOR THIS POSITION: Until filled.

The U.S. Mission in Finland 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 affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.