

Tri-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France, OECD, & UNESCO

Open to: All non-U.S. Citizen Students
Resident in France

Date: August 07, 2015

Internship U.S. OECD, Paris

Deadline
to apply: Until filled

Internship Description

The Department of Energy (DOE) at the U.S. Mission to the Organization for Economic Cooperation and Development (OECD) seeks two qualified interns to work on a broad range of energy issues. This internship includes supporting preparations for the fall International Energy Agency (IEA) Ministerial chaired by the United States and for COP 21. It also includes supporting a wide range of IEA, Nuclear Energy Agency (NEA) and OECD Committee meetings.

Gratuitous Service: There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

Eligibility Requirements:

- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a “Convention de stage” signed by the current academic institution. The Convention de stage must include school medical insurance.
- Must demonstrate the potential to accomplish the type of work to be performed.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to receive a medical clearance through the Embassy’s Occupational Doctor.

Hours: 35 hours a week, 7 hours daily Monday through Friday.

Internship period: Between October and December, 2015

Duration of this internship: 2 months maximum (8 weeks)

Description of Duties and Responsibilities:

The interns will support preparations for the Fall IEA Ministerial, COP 21 and a range of IEA, NEA, and OECD Committee meetings. The interns will fact – find and report on energy, climate, and technology issues as assigned, synthesize documents and write reports. Duties will also include supporting office planning, tracking, facilitation as well as administrative needs related to USG visitor flow where required. The interns should show an ability to develop work products quickly in a fast-paced environment, with shifting needs.

Required Skills/Qualifications: (These may be tested)

- **Education:** University student pursuing a bachelor’s degree in international relations, public policy, law, science or relevant field to DOE’s work.
- **Language Proficiency:**
- English (Writing-Reading-Speaking): Excellent Level
- French (Writing-Reading-Speaking): Fair Level

Other Skills:

- Must be able to use the Internet to conduct information searches.
- Must have excellent computer skills (able to create Microsoft Word documents and Excel spreadsheets).
- Must have initiative and be able to work autonomously.
- Must be well organized and flexible.
- Must have good organizational skills
- Must have interest in energy, technology, and climate issues along with a positive, helpful, can-do attitude

Application Filing Procedures:

To be considered, intern applicants are asked to submit the following documents:

- A Curriculum Vitae in English
- A Statement of Interest in English to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for.
- Official enrollment from your educational institution, such as a copy of your student card.
- A copy of your ID card.

Submit application at least a month prior to your internship period to:

GrossmanHM@state.gov

(Please add “Internship DOE U.S. OECD” to the subject line of your e-mail)

The U.S. Mission in France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.