

Announcement Number 04/12

Open to: Post Graduated Students
Position: Intern in Millennium Challenge Corporation
Opening Date: 27 January 2012
Closing Date: 10 February 2012
Work Hours: Part-time, 20-30 hrs per week
Length of Hire: Four-Six months

NOTE: All information and statements submitted for an internship vacancy are subject to verification. Any willful misstatements will result in elimination for internship consideration, and if the individual is hired, subject to immediate termination irrespective of the length of internship.

IMPORTANT NOTICE:

**This is NOT an offer of Federal Employment;
There will be NO benefits;
There will be NO COMPENSATION.**

MAJOR DUTIES AND RESPONSIBILITIES:

The primary purpose of this position is to provide administrative and logistical assistance to the requesting offices. Incumbent organizes logistical and administrative arrangements for consultant and visitor visits, maintains and controls documentation; drafts routine letters and memos to offices of the Mission, government institutions, non-governmental organizations; obtains appointments for supervisors, TDY personnel and other official visitors on request; reviews outgoing correspondence, reports, receives, controls and distributes incoming correspondence. The duty may involve some occasional travel through Georgia.

QUALIFICATIONS REQUIRED:

- Must be a BA graduate student at any higher education institution in Georgia and be advanced in his/her studies to obtain Master's of higher degree with a major including but not limited to: Management, Engineering, Economics, International Affairs, Education, and Development.
- Level III (good working knowledge) speak/read/write Georgian and English is required;
- Must be able to organize office records, prepare correspondence; get along well with colleagues; deal tactfully with contacts.

TO APPLY:

Interested applicants for this position must mail or fax the following to HR Office:

- (i) Resume / CV (in English);
- (ii) Statement of Interest (in English);
- (iii) Letter of recommendation (preferable in English);
- (iv) Transcript of academic studies (preferable in English).

MAIL APPLICATION TO:

Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia
Zip Code: 0131
Fax: (995-32) 2277707

You may apply on-line using the HROTbilisi@state.gov email address.

**Closing Date for this position is: 10 February 2012
Embassy Tbilisi is an Equal Opportunity Employer**

Viki Thomson
Human Resources Officer