

Announcement Number 22/15

Open to: All Georgian Students
Position: Intern in General Services Office (four positions)
Opening date: 21 May, 2015
Closing Date: 4 June, 2015
Work Hours: Part-time, 30 hrs per week
Length of Hire: 6 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

General Service Office (GSO) is looking for 4 interns to support one or more of these sections:

- Housing sections;
- Warehouse/Supply Expandable section;
- Travel section;
- Motor Pool section.

MAJOR DUTIES AND RESPONSIBILITIES:

- The primary purpose of the intern in Warehouse/Supply Expandable section is to provide secretarial, clerical and administrative assistance to the GSO office. Incumbent is responsible for working with Property Assistant to maintain and update the property records in the proprietary Asset Management program.
- The primary purpose of the intern in Travel section is to provide secretarial, clerical and administrative assistance to the GSO office. Incumbent is responsible for hotel and transportation request registry, updates contacts database, and gathers information for reports; handles hotel reservation/airport transportation requests; drafts routine letters and memos; makes visa appointments for U.S. Embassy Employees; controls and distributes incoming/outgoing correspondence.
- The primary purpose of the intern in Housing section is to provide secretarial, clerical and administrative assistance to the Housing office.
- The primary purpose of the intern in Motor Pool section is to assist with dispatching vehicle request calls, and provide secretarial, clerical and administrative assistance to the Motor Pool office.

QUALIFICATIONS REQUIRED:

- Applicants should indicate the name of position for which they are applying at the top of CV.
- Must be an undergraduate student at any higher education institution in Georgia and be advanced in his/her studies towards a university degree with a major including, but not limited to: American Studies, Public or Business Administration, International Relations, Journalism, English or Library Science, Arts Criticism or Arts Management;
- Level IV (Fluent) speak/read/write Georgian and English is required;
- Level III (Good Working Knowledge) Speaking/Writing/Reading in Russian is required for applicants working in Travel section;
- Must be able to organize office records; prepare correspondence; get along well with colleagues; deal tactfully with contacts.
- Advanced MS Office Excel and Word knowledge is required.

TO APPLY:

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

- (i) Resume / CV (in English);

US Embassy

Tbilisi, Georgia

Announcement Number 22/15

- (ii) Statement of Interest (in English);
- (iii) Written permission on internship from university/graduate school (preferably in English);
- (iv) Letter of recommendation (preferably in English);
- (v) Transcript of academic studies (preferably in English).

MAIL APPLICATION TO:

Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia
Zip Code: 0131
Fax: (995-32) 277707
E-mail: HROTbilisi@state.gov;

Closing Date for this position is 4 June, 2015
Embassy Tbilisi is an Equal Opportunity Employer