

US Embassy

Tbilisi, Georgia

Announcement Number 09/13

Open to: All Georgian Students
Position: Intern for Center for Disease Control (CDC) Georgia Country Office (two positions)
Opening date: 8 April, 2013
Closing Date: 22 April, 2013
Work Hours: Part-time, 20-30 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;**

MAJOR DUTIES AND RESPONSIBILITIES:

Administrative Assistant reports to Chief of US CDC Georgia Country Office and is responsible to provide administrative support to the US CDC Georgia Country Office. Oversees and manages all office procedures and other tasks:

- Provide administrative support for US CDC Georgia Country Office Resident Advisors and Staff to include but not limited to: travel arrangement, transportation, drafting correspondence, Memos and other documentation
- Coordinate Office equipment / facilities maintenance and material supply for the office
- In cooperation with Embassy GSO staff Coordinate purchase of material and timely flow of invoices and documentation
- Providing Translation of documents, letters and small meetings when required
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing, maintain hard copy and electronic filing system
- Setup and coordinate trainings and meetings/Provide Logistic Support for Visitors and Trainees
- Carry out duties of sub-cashier for Petty Cash
- Monitor Program Budget, Assist in preparation of incurring costs and budget requests
- In cooperation with Embassy FMO insure financial support for Program Activities
- Other secretarial / administrative duties as assigned

QUALIFICATIONS REQUIRED:

- Level IV (Fluent) speaking/reading/writing in Georgian; speaking/reading/writing English level - Advanced; speaking/reading/writing Russian level - Intermediate;
- Basic arithmetical skills;
- Knowledge of MS Office Suite. Use of Office Equipment/machinery. Duties require professional verbal and written communication skills and fast typing skills;
- 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) Written permission on internship from university/graduate school (preferable in English);

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- (iv) Letter of recommendation (preferable in English);
- (v) 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) 277707
E-mail: HROTbilisi@state.gov;

Closing Date for this position is: 8 April, 2013
Embassy Tbilisi is an Equal Opportunity Employer

Conard Hamilton
Human Resources Officer