



VACANCY ANNOUNCEMENT

U.S. EMBASSY, TBILISI, GEORGIA

No. 42/16

OPEN TO: All Georgian Students

POSITION: Intern for Defense Threat Reduction Agency Eurasia

OPENING DATE: 1 September 2016

CLOSING DATE: 15 September 2016

WORK HOURS: Part-time, 20-30 hrs. per week

NOTE: Applicants should indicate the vacancy for which they are applying at the top of CV. 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;

BASIC FUNCTION OF POSITION

- The primary purpose of the intern is to provide clerical and administrative support for the Defense Threat Reduction Agency (DTRA) Eurasia office.
- Assist the Program Assistant to receive calls, greet office visitors, and prepare and control correspondence.
- Reserve meeting spaces, submit visitor access requests, and take meeting notes.
- Translate documents and letters and act as translator for small meetings on occasion.
- Maintain and update external contact lists, DTRA Eurasia teams/events tracker, financial spreadsheets, and perform other data entry as needed.
- Assist in logistics support coordination for DTRA Eurasia Teams/Events as needed.
- Perform general clerical duties that include but are not limited to: photocopying, faxing, mailing, filing, shredding, and maintaining hard copy and electronic filing systems.
- Other administrative duties as assigned.
- Assist DTRA Program coordinator as needed.

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;
- Must be able to organize office records; prepare correspondence; get along well with colleagues; deal tactfully with contacts; must have very good verbal and oral communication skills.
- Use of office equipment/machinery. Advanced MS Office Excel and Word knowledge is required with good typing skills.

HOW TO APPLY:

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

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

WHERE TO APPLY:

All documents MUST be e-mailed in PDF format to HROTbilisi@State.gov. No other formats will be accepted.

Applicants without Internet access may mail hard copy applications to:

U.S. Embassy, Tbilisi
11 George Balanchine St.
Tbilisi, Georgia 0131
ATTN: HR Office

Note:

1. All applications must have the Position Title and Vacancy Announcement Number.
2. Please apply on-line using the HROTbilisi@state.gov email address. This is the preferred means of applying for a position with the American Embassy

Closing Date for this position is: 15 September, 2016
Embassy Tbilisi is an Equal Opportunity Employer