

Announcement Number 14/14

Open to: All Georgian Students
Position: Intern for Defense Threat Reduction office (DTROG)
Opening date: 07 July 2014
Closing Date: 21 July 2014
Work Hours: Part-time, 20-30 hrs. per week
Length of Hire: 3 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 the intern is to provide clerical and administrative support for the Defense Threat Reduction Agency (DTRA) Office-Georgia and to assist in preparation of office space for incoming leadership.
- 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.
- Draft meeting and program summaries for the weekly activity report.
- Translate documents and letters and act as translator for small meetings on occasion.
- Maintain and update external contact lists, financial spreadsheets, and perform other data entry 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.

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.

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);
- (iv) Letter of recommendation (preferable in English);
- (v) Transcript of academic studies (preferable in English).

US Embassy

Tbilisi, Georgia

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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: 21 July, 2014
Embassy Tbilisi is an Equal Opportunity Employer

Conard C. Hamilton
Human Resources Officer