

Announcement Number 14/13

Open to: All Georgian Students
Position: Intern in General Services Office
Opening Date: 14 May, 2013
Closing Date: 28 May 2013
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, 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 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.

QUALIFICATIONS REQUIRED:

- 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: Public Administration, International Relations, Journalism, English or Library Science;
- 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.

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);

MAIL APPLICATION TO:

Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia. 0131
Fax: (995-32) 2277707
E-mail: HROTbilisi@state.gov;

**Closing Date for this position is: 28 May, 2013
Embassy Tbilisi is an Equal Opportunity Employer**

Conard Hamilton
Human Resources Officer