

Announcement Number 30/12

Open to: All Non-U.S. Citizen Students in Georgia
Position: Intern in the Human Resources Office (1 position)
Opening date: June 20, 2012
Closing Date: July 3, 2012
Work Hours: Part-time, 20-30 hrs per week; Unpaid
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;**

The purpose of the Foreign National Student Intern Program is to offer students the challenge of working in a foreign affairs arena. Interns are not considered to be employees of the Embassy and do not receive benefits, compensation or future employment rights.

MAJOR DUTIES AND RESPONSIBILITIES:

The primary duties of this position will be clerical and administrative, involving Human Resources processes and functions. The incumbent will gain general office and HR experience through assisting the HR staff with maintaining documentation and controlling filing systems, drafting letters and memos, arranging meetings/interviews, and managing small projects such as researching and updating reference materials regarding local employment practices. This position may also assist with larger projects as and when available.

QUALIFICATIONS REQUIRED:

- Must have graduated from high school (or equivalent)
- Must currently be enrolled at least half-time as a student in a Georgian university, college, vocational institute, or comparable recognized educational institution
- English Level IV - Fluent; Georgian Level IV - Fluent
- Good working knowledge of MS Office Suite
- In addition to these qualifications, strong verbal and written communication skills are required

TO APPLY:

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

- (i) Resume / CV (in English)
- (ii) Statement of Interest (in English)
- (iii) Written permission to do an internship from the student's university/school (preferable in English)
- (iv) Letter of recommendation (preferable in English)
- (v) Transcript of academic studies (preferable in English)

MAIL APPLICATION TO:

E-mail: HROTBilisi@state.gov

US Embassy

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Tbilisi, Georgia

OR by post or fax:

Embassy of the United States of America
Human Resources Office
11 George Balanchine Street
Tbilisi, 0131
Fax: (995-32) 277707

All applications must have the **Position Title** identified.

Closing Date for this position is: July 3, 2012
Embassy Tbilisi is an Equal Opportunity Employer

Viki Thomson
Human Resources Officer