

Open to: All Georgian Students
Position: Intern for Finance Management Section
Opening date: 11 July, 2013
Closing Date: 25 July, 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:

- The primary duties of this position will be clerical and administrative, involving Financial Management processes and functions. The incumbent will gain general office and Financial Management experience through assisting the Budgeting and Accounting staff with maintaining documentation and controlling filing systems, entering data into Accounts Receivable database, and drafting and sending out memos and notifications to the customers. This position may also assist with larger budgeting and/or accounting 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 in Financial, Accounting, Economic or Business Administration area;
- English Level III - Fluent; Georgian Level IV – Fluent;
- Good working knowledge of MS Office Suite, advanced knowledge of MS Excel;
- In addition to these qualifications, strong numerical and communication skills are required.

HOW 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

Announcement Number 24/13

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: 25 July, 2013
Embassy Tbilisi is an Equal Opportunity Employer

Conard Hamilton
Human Resources Officer