US Embassy *Tbilisi, Georgia*

Announcement Number 42/13

Open to:	**All Georgian Students**
Position:	**Intern for Public Affairs Section (several positions available)**
Opening date:	**5 December 2013**
Closing Date:	**19 December 213**
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:

- Assists Public Affairs Section (PAS) staff according to current needs and activities:
  - One intern to assist staff working in the education and cultural sections;
  - One intern to assist staff working in the press and media section;
  - Two interns to assist staff working in the American Center for Information Resources (ACIR).
- Assists Public Affairs Section (PAS) staff according to current needs and activities as per the information above. The intern may also rotate among the individual divisions within the PAS section, to include Information Outreach, Press, Education, and Culture.
- Assists PAS staff with clerical and administrative tasks such as escorting visitors, providing refreshments to visitors, filing, photocopying, and other duties assigned by the staff members.
- Assists PAS staff in arranging events, including preparing guest lists, providing translation/interpretation services, greeting guests, taking photos during the events.

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: American Studies, Public Administration, International Relations, Journalism, English or Library Science, Arts Criticism or Arts Management;
- Level IV (Fluent) speaking/reading/writing in Georgian and English is required;
- Must be able to perform assigned tasks diligently, get along well with colleagues; deal tactfully with the 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 (preferably in English);
(iv) Letter of recommendation (preferably in English);
(v) Transcript of academic studies (preferably in English).

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: 19 December 2013
Embassy Tbilisi is an Equal Opportunity Employer

Conard C. Hamilton
Human Resources Officer