



# VACANCY ANNOUNCEMENT

## U.S. EMBASSY, TBILISI, GEORGIA

No: 47/15

**OPEN TO:** All Georgian Students

**POSITION:** Interns for Political / Economic Section

**OPENING DATE:** 9 December 2015

**CLOSING DATE:** 23 December 2015

**WORK HOURS:** Part-time, 20-30 hrs per week

**LENGTH OF EMPLOYMENT:** 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;*

**Applicants must indicate the name of position for which they are applying for at the top of CV. Otherwise the application will not be considered.**

### **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 assistance to the P/E staff, FSN's office.
- To maintain and update records, files, contacts database.
- To control and distribute incoming/outgoing correspondence.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing, maintaining hard copy and electronic filing system.
- Provide assistance in translation of documents, letters and small meetings when required.
- To contact P/E section interlocutors for scheduling meetings for P/E staff or visiting USG officials.
- Attend official meetings/events and draft summaries of those meetings for P/E staff.
- Escorting visitors on the Embassy territory.
- Other secretarial / administrative duties as assigned.

## **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 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.

## **HOW TO APPLY**

Interested applicants for this position must mail the following documentation 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).

All documents **MUST** be e-mailed to **[HROTBilisi@State.gov](mailto:HROTBilisi@State.gov)**.

Applicants without Internet access may mail hard copy applications to:

U.S. Embassy, Tbilisi  
11 George Balanchine St.  
Tbilisi, Georgia 0131  
ATTN: HR Office