US Embassy *Tbilisi, Georgia*

Announcement Number 09/14

Open to:	**All Georgian Students**
Position:	**Intern for Regional Security Office (RSO)**
Opening date:	**19 March 2014**
Closing Date:	**2 April 2014**
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 purpose of the intern is to provide clerical and administrative assistance to the LGF, Residential Security and FSN Investigators' office.
- To maintain and update records, files, contacts database.
- To control and distributes incoming/outgoing correspondence.
- To arrange airport transportation, draft correspondence, memos and other documentation.
- 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.
- Other secretarial / administrative duties as assigned.

QUALIFICATIONS REQUIRED:

- Applicants should indicate the name of position for which they are applying at the top of CV.
- 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.

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
Zip Code: 0131
Fax: (995-32) 277707
E-mail: HROTbilisi@state.gov;

Closing Date for this position is: 2 April, 2014
Embassy Tbilisi is an Equal Opportunity Employer

Conard C. Hamilton
Human Resources Officer