

**FOREIGN NATIONAL STUDENT INTERN PROGRAM  
COMMERCIAL SERVICE INTERNSHIP OPPORTUNITY  
ANNOUNCEMENT NUMBER: HCMALL 14/10**

**OPEN TO:** All non-U.S. citizen university students resident in Vietnam  
**POSITION:** **Foreign Commercial Service (FCS) Student Intern (01 position)**  
**OPENING DATE:** June 06, 2014  
**CLOSING DATE:** June 20, 2014  
**WORK HOURS:** Part-time (minimum 8 hours up to 20+/week)  
**LENGTH OF INTERSHIP PROGRAM:** Not to exceed 06 months

The Consulate General of the United States of America in Ho Chi Minh City is seeking one part-time, unpaid university student intern for the Commercial Service Office.

***BASIC FUNCTION OF THE POSITION***

The CS Internship program benefits both the U.S. Consulate General and student intern by providing a valuable educational experience to student while assisting the Consulate General accomplish important mission goals.

FCS Intern will be responsible for: 1) Working with Commercial Officers and Specialists to coordinate preparations for US Trade events in Vietnam. 2) Providing outreach support for US companies operating in Vietnam. 3) Assisting in researching, editing and writing market research reports, contact lists and promotional materials. 4) Assisting with client communications and other tasks as required. Intern will receive mandatory job training. All duties will be performed in English. For more information about the U.S. Commercial Service go to <http://export.gov/vietnam/> or <http://buyusa.gov/vietnam/>.

Please contact the Management Office at 3520-4200 X4342/4454 with questions.

***QUALIFICATION REQUIREMENTS***

***NOE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.***

- Must be currently enrolled as a full-time college/university student or a recent graduate in Vietnam.
- Must have excellent communication skills and ability to work as part of a dynamic team.
- Must be at least 18 years of age at the time of appointment and a non-U.S. citizen.
- Must have demonstrated the potential to accomplish the type of work to be performed.
- Good command of both spoken and written English is required (this will be tested).
- Good computer skills including Word and Excel are required (this will be tested).

## **ADDITIONAL SELECTION CRITERIA**

1. Non-host country foreign nationals who are legal resident students of Vietnam are required to submit the same documentation as the other applicants, and also legal residency permit for consideration.
2. All Student Intern Program applicants must have graduated from high school or equivalent secondary school prior to beginning program.
3. If selected, candidates will be required to produce a "Letter of Introduction" from their university.
4. If selected, the student will receive a security background check.

## **PLEASE NOTE: INTERNS ARE NOT CONSIDERED U.S. CONSULATE GENERAL EMPLOYEES**

- ❖ **The intern will not be considered as a Federal employee.**
- ❖ **There will be NO employment benefits associated with this position: annual leave accrual, sick leave, etc.**
- ❖ **There will be NO compensation or payment.**

## **TO APPLY**

Interested candidates for this position must submit the followings, or the application will not be considered:

1. Application for Foreign National Student Intern Program (find the attached form).
2. Statement of Interest form (attached) should include the student's objectives and motivations in seeking an internship and how their academic courses and other experiences relate to the Mission's goals/ Commercial Service office needs.
3. Gratuitous Service Agreement (Attached).
4. A copy of ID card and student card.
5. Copy of most recent academic transcript.
6. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

## **SUBMIT APPLICATION TO**

Management Office  
U.S. Consulate General, 04 Le Duan Street  
District 1, Ho Chi Minh City  
Tel. 84-8-3520-4342/4454  
Fax: 84-8-3520-4233

## **CLOSING DATE FOR THIS POSITION: JUNE 20, 2014**

(All applications must be received by the closing date to receive consideration. Only short-listed applicants will be contacted for interviews.)