

U.S. Mission Vietnam – U.S. Consulate General in Ho Chi Minh City
FOREIGN NATIONAL STUDENT INTERN PROGRAM
COMMERCIAL SERVICE INTERNSHIP OPPORTUNITY
VACANCY ANNOUNCEMENT NUMBER: HCMALL 15/60

OPEN TO: All non-U.S. citizen university students resident in Vietnam
POSITION: **Foreign Commercial Service (FCS) Student Intern** (4 positions)
OPENING DATE: December 01, 2015
CLOSING DATE: December 15, 2015
WORK HOURS: Part-time (minimum 20+ hours/week)
LENGTH OF INTERSHIP PROGRAM: Six (6) months.

The U.S. Mission Vietnam – U.S. Consulate General in Ho Chi Minh City is seeking four (04) part-time, unpaid university student interns for the Commercial Service Office.

BASIC FUNCTIONS OF THE POSITION

The FCS Internship program benefits both the U.S. Consulate General and student interns by providing a valuable educational experience to students 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. Interns 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/>.

QUALIFICATION REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

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

HOW 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.

Applications should be submitted through email to the address: HoChiMinhCityHR@state.gov.

Subject line must be: **(HCMALL 15/60)** or your application may not be considered;

We will only accept applications by email. Please do NOT attach a photo on an application form.

CLOSING DATE FOR THIS POSITION: DECEMBER 15, 2015
(All applications must be received by the closing date to receive consideration.
Only short-listed applicants will be contacted for interviews.)