



**FOREIGN NATIONAL
STUDENT INTERN VACANCY
ANNOUNCEMENT
U.S. DEPARTMENT OF STATE**

Announcement No. STATE-FNSI-62-15

POSITION:	Administrative Intern
OPEN TO:	All Honduran and other foreign nationals who are legal resident students of the host country. (*U.S. Citizen Students or dual citizen Honduran/US students are not eligible under this program)
OPENING DATE:	November 17, 2015
CLOSING DATE:	December 16, 2015
WORK HOURS:	Minimum 20 hours per week
STARTING DATE:	Throughout the year
DURATION:	At least 3 months
SALARY:	Volunteer, unpaid

*NOTE: U.S. Citizen Students or dual citizen Honduran/US students are not eligible under this program. The U.S. Department of State sponsors a separate intern program for U.S. Citizens. For more information on student programs with State Department go to WWW.Careers.State.gov and click on Student Programs.

The U.S. Embassy is seeking an Intern in the Department of Homeland Security (DHS). This is an unpaid/volunteer internship with no benefits, compensation, or any future employment rights being accrued as a result of an internship. Interns are required to have current medical insurance coverage.

BASIC FUNCTION:

Incumbent is responsible for assisting the DHS Country Attaché and the DHS Administrative Assistant. Duties include making hotels reservations, organizing files, coordinating events and internal meetings, preparing access requests, setting up conference rooms and escorting visitors; welcoming mid-level visitors who attend events and meetings in the Embassy; and preparing correspondence. Incumbent will act as note taker in meeting between officers and Honduran government officials: and helping will general administrative work. Incumbent will interact with DHS vetted unit in administrative process.

REQUIRED QUALIFICATIONS:

(NOTE: APPLICANTS MUST ADDRESS AND INCLUDE TO THE APPLICATION COPIES OF **ALL REQUIREMENTS LISTED BELOW AND SUBMIT DOCUMENTATION THAT SUPPORTS THESE**

REQUIREMENTS, I.E. UNIVERSITY STUDIES. APPLICATIONS WILL NOT BE CONSIDERED IF THESE DOCUMENTS ARE NOT SUBMITTED).

EDUCATION: University studies in law, business, international relations, or related field is required.

LANGUAGE: Level III (Good working knowledge) in English and Level IV (Fluent) in Spanish is required. This will be tested.

SKILLS AND

ABILITIES: Must have excellent interpersonal skills and be able to work as part of a team. Must be tactful, discreet, and possess good judgment. Proficiency in Microsoft Office applications (Word, Outlook and Excel, Contact Database, and Internet) is required. Must be able to communicate effectively, orally and writing. Must possess strong organizational skills and be able to multi-task. Must have good prioritizing skills.

SELECTION PROCESS

It is essential that the candidate address the above required qualifications in the application. Those who meet the basic qualifications will be invited to participate in an oral interview.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful internship.
2. Security and medical certifications must be completed before beginning the internship.
3. Must be at least 18 years old.
4. At least two letters of recommendation from professors.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- 1) Application
- 2) Statement of Interest form
- 3) Academic Transcripts

SUBMIT APPLICATION TO:

BY MAIL: Send to the following address: American Embassy, Human Resources Office, Room 335, P.O. Box 3453, Tegucigalpa, Honduras. **IN PERSON:** Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos. **VIA E-MAIL:** Send to: TGGIntern@state.gov

CLOSING DATE FOR THIS ANNOUNCEMENT: December 16, 2015

The U.S. Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all operations through continuing diversity enhancement programs. The Equal Employment Opportunity (EEO)

complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

SEE <http://honduras.usembassy.gov/internships.html> FOR ADDITIONAL INTERNSHIP
OPPORTUNITIES
