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

Announcement No. STATE-FNSI-36-15

POSITION:	**Consular 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:	May 4, 2015
CLOSING DATE:	June 3, 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 **Consular Section**. 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 providing assistance to Locally Employed Staff and consular officers for all stages of the visa adjudication processes. Special projects will be assigned on an ad hoc basis, which may include drafting memoranda under supervision, direct contact with visa applicants by phone or in person, analyses of various projects under supervision, and any other administrative or clerical assignments.

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 is required.

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

SKILLS AND ABILITIES: Must be able to use basic computer skills. Ability to work cheerfully, quickly and accurately under substantial pressure.

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**.

POINT OF CONTACT:

Human Resources Office
Attention: Martha Núñez
Telephone: 2236-9320 Ext. 4518; Fax: 2221-4002

CLOSING DATE FOR THIS ANNOUNCEMENT: June 3, 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