



Local Internship Announcement for U.S. Embassy Lisbon

Position Title:

General Services Intern

Position Description: The General Services Intern would work in the General Services Office of the U.S. Embassy Lisbon supporting the Embassy General Services Officer or Facility Manager. The GS intern reports to the GS Officer or Facility Manager and provides general services and support to the Mission's staff.

Specific responsibilities include:

1. Review of energy bills
2. Residential energy conservation audit
3. Develop energy consumption standards for residences
4. Develop energy conservation program of Embassy Lisbon.
5. Other duties as requested

U.S. Embassy Lisbon's Host Country Internship Program is open to non-U.S. citizen students of Portugal-based universities who wish to gain valuable work experience (and academic credit if permitted by the university) while providing key support to U.S. Embassy Lisbon.

This Internship is unpaid and will last a minimum of 10 weeks and a maximum of three months, working 4 hours per day.

All selected interns will be required to obtain a Security Certification prior to the beginning of the internship.

Skills Required:

- Individual must be fluent in English & Portuguese (Level 3 of 5 in both reading and speaking both languages);
- Excellent typing and data entry skills in both languages;
- Must have extensive experience using the following Microsoft products and information databases;
 - Excel;
 - Word;
 - Outlook (email, calendar, etc);
- Must have an understand of Energy Conservation concepts;
- Must have research experience;

Education:

Students must have completed two years and currently enrolled in a university prior to application for an internship and have a minimum grade point average of 14 (on a 20 point scale) for students completing a licenciatura.

Please submit your cover letter and curriculum vitae, in English, by August 9, 2013 to internshiplisbon@state.gov