



Local Internship Announcement for U.S. Embassy Lisbon

Position Title:

Human Resources / Financial Management (HR/FMO) Intern

Position Description: The Human Resources / Financial Management Intern would work in the HR/FMO section of the U.S. Embassy Lisbon supporting the Embassy HR/FMO Officer. The HR/FMO reports to the HR Officer and provides Human Resources and Financial Management services to the Mission's staff.

Specific responsibilities include:

1. Assist with Human Resources and Finance data entry
2. Archiving, including filing and scanning material
3. Assist in preparation and finalization of reports and documentation in coordination with the respective offices
4. Draft routine letters
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 4 of 5 in both reading and speaking both languages);
- Excellent typing and data entry skills in both languages;
- Must have extensive training & experience using the following Microsoft products to produce practical deliverables in a business environment, including creating and producing functional websites, spreadsheets, and documents:
 - SharePoint;
 - Excel;
 - Word;
 - Outlook (email, calendar, etc);
- Must be adept at learning and applying completely new software applications quickly;
- Must have real office experience, including clerical, filing, scanning, copying, reception, and organization;
- Must have experience prioritizing and dealing with many different demands, tasks, and projects;

Education:

Students must have completed two years and currently enrolled in a relevant university level course prior to application for an internship, must also have at least 6 months remaining before graduation 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 February 28, 2014 to internshiplisbon@state.gov. Please do not send invitations to third party employment websites. They will be automatically deleted.