



**ACCEPTING APPLICATIONS FOR
LOCAL STUDENT INTERN PROGRAM**
U.S. Mission - Riyadh, Saudi Arabia

**UNPAID LOCAL INTERNSHIP OPPORTUNITY
AS
SAUDI STUDENT INTERN - FINANCIAL MANAGEMENT CENTER (RIYADH)**

The United States Embassy in Riyadh is seeking applications for an Information Office Intern from current university student meeting the following criteria and requirements, to support the Public Affairs Section. This is an unpaid internship for a minimum duration of 9 weeks.

Open to: Current Saudi Citizen University Students in Saudi Arabia

Selection Criteria: Candidates must be:

- Saudi national (and not a dual nationality U.S. Citizen);
- Applicant must be at least 18 years of age at the time of appointment;
- Enrolled full-time student in a university, trade school, technical or vocational institute, college or comparable recognized educational institute;
- Residing in Saudi Arabia

Additional Requirements: Candidates must have:

1. An Internship Agreement form from their University;
2. Applicant must be able to pass the medical clearance and a U.S. non-sensitive security clearance;
3. Applicant must have a medical insurance or should have a local government healthcare eligibility.
4. Must pass the language and computer skills tests

Application closing date: Sunday, August 30, 2015 for an internship starting September 30, 2015

Duration: Minimum of nine (9) weeks

Schedule: This is a full-time, semester-long internship. Typical work schedule is from 8:30 am – 5:00 pm, Sunday to Thursday. Weekly working hours must equal a minimum of 30 hours and individual work schedule will be determined by the supervisor and mutually agreed between the selected intern and the Supervisor.

Basic duties of the position:

1. Intern will provide support services to the Vouchering Unit to ensure efficient, timely and accurate payment of vouchers.
2. Provides support in processing of vouchers for payment through Global financial Management Center's Post support Unit (PSU).
3. Provide clerical and administrative support for a variety of financial-related activities in the Vouchering section and serve as back-up to the other support staff in the Embassy's Financial Management Center.
4. Other duties as required by the Supervisor.

Qualifications Required:

- ✚ Education: College student in Finance or Accounting.



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- ✚ Experience: Applicants must demonstrate potential to accomplish the type of work to be performed through concrete examples from academic and professional experiences.
- ✚ Language: English Level III (Good Working Knowledge- read, write, speak) and Arabic level IV (Fluent -Read/Write/Speak) required.
- ✚ Knowledge/ Interest: Demonstrate interest in finance and/or accounting.
- ✚ Skills/Abilities: MS Office Skills; strong interpersonal skills; organization skills; ability to work as part of a team as well as independently; computer skills; good judgment and problem-solving skills; initiative; flexibility.

To Apply:

Interested applicants for this position must submit the following prior to the closing date of the Vacancy Announcement and incomplete applications will not be considered:

1. Completed *Application Form
2. *Statement of Interest outlining objectives/motivations seeking an internship.
3. An Internship Agreement form from your University
4. One letter of recommendation from the educational institute supporting participation in the internship program;
5. A copy of the official transcript of academic standing from your Institution
6. Duly signed *Gratuitous Service Agreement Form
7. Copy of Saudi ID
8. Recent medical certification issued by a reputable healthcare institution stating that the student is healthy and free of any communicable disease, and has vaccination record
9. Copy of insurance card or Hospital medical file card for those availing healthcare services in government owned healthcare facilities

SUBMIT ALL DOCUMENTS AS A SINGLE DOCUMENT (ONE PACKAGE) IN PDF FORMAT

BY EMAIL TO: Riyadhlocalintern@state.gov

*Application documents can be found online at

<http://riyadh.usembassy.gov/about-us/local-student-intern-program.html>