

**AMERICAN EMBASSY BELGRADE**  
**Department of State (DOS)**  
**Political Section**

Announcing an open INTERN position for

**Political Section**  
**Foreign National Student Intern**

The U.S. Embassy in Belgrade (Political Section) is seeking a Foreign National Student for the following intern position *as part of the Embassy's* Foreign National Student Intern Program (FNSIP).

**FNSIP is a program established at post level, open to the Department of State and its Sections/Units designed for students who are non-U.S. citizens seeking internship within the Embassy. The purpose of this program is to offer students the challenge of working in the foreign affairs arena and at the same time to benefit from their assistance. Please note that there are no benefits and no compensation attached to this internship nor any future employment rights.**

**OPEN TO:** Non-U. S. citizen students residing in Serbia

**POSITION:** **Political Section Intern – Student Volunteer**

**OPENING DATE:** November 22, 2013

**CLOSING DATE:** December 6, 2013

**WORK HOURS:** Part-time (20 hours per week)

**SALARY:** No compensation; non-paid intern.

**LENGTH OF HIRE:** One year

**BASIC FUNCTION OF THE POSITION**

The primary function of this intern training position in the Embassy's Political Section will be to produce quickly and accurately Belgrade Highlights, the Embassy's daily morning update to Washington. The intern will also have two secondary functions: updating the section's database of biographies of local contacts and providing administrative support to the section as required.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**Education:** Must be currently enrolled in a University and have completed a minimum of 75% of studies towards a degree in Political Science, Economics, International Relations, History, or International Law.

**Prior Work Experience:** No prior work experience is required.

**Knowledge:** Good general understanding of political issues and government structures in Serbia.

**Skills and abilities:** Strong writing and summarizing skills are required. Computer skills to include internet research skills, word processing and e-mail, along with analytical capabilities are required.

**Language proficiency:** S-4/R-4/W-4 (fluent) speaking/reading/writing English is required. S-5/R-5/W-5 (native language capabilities) speaking/reading/writing Serbian is required.

## **SELECTION PROCESS**

The best qualified students who demonstrate the potential to accomplish the type of work to be performed will be considered for an interview. Therefore, it is in the interest of the applicant to address all the above required qualifications in the application.

*Note: Students will be tested for language and writing skills during the interview process.*

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, and residency status in determining successful intern candidacy.
2. Must be a full-time current student in the required field as advertized.
3. Must submit a Statement of Interest indicating if he/she will be a continuing student immediately upon the completion of internship. If this is not indicated your application will not be considered.
4. The student must be in good academic standing at his or her current educational institution and provide a certified transcript to verify it and must provide a written permission from the educational institution in which the student is enrolled.
5. If selected, the student must receive a security certification and a medical certification.

## **TO APPLY**

Students interested in an intern position must submit the following to be eligible for consideration:

1. A detailed current resume or curriculum vitae enclosed with a proof of good academic standing by providing a certified transcript;
2. Student's Statement of Interest that should include the student's objectives and motivations in seeking an internship and how his/her academic courses and other experiences relate to the advertized intern position. Please be sure to indicate if you will be a continuing student immediately upon completion of your internship. If this is not indicated, your application will not be considered; plus
3. Any other documentation (e.g., essays, certificates, awards; professor's recommendations and statements of student's achievements) that addresses the qualification requirements as listed above.

**Note: DO NOT enclose the original documents to your application, as they will not be returned.  
Application language is English.**

**SUBMIT APPLICATION TO** THE HUMAN RESOURCES OFFICE  
AMERICAN EMBASSY BELGRADE  
BULEVAR KNEZA ALEKSANDRA  
KARADJORDJEVIĆA 92  
11000 BELGRADE

**POINT OF CONTACT** Telephone: 706-4000, ext. 4266 or 706-4266  
Fax: 706-4005  
E-mail: [belgradehro@state.gov](mailto:belgradehro@state.gov)

**CLOSING DATE FOR INTERN POSITION: December 6, 2013**

The US Mission in Serbia is committed to fair and equitable treatment for all without regard to race, color, religion, sex, or national origin, age, disability or sexual orientation.