U.S Department of State
Internship Program
TOGO

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Internship Program Information

Information and Submission

Requests for information regarding the program should be directed to 2261-5470 ext 4547 or via the U.S. Embassy Lomé directly at http://togo.usembassy.gov under the "About Us" section or e-mail cca@state.gov.

To apply, completed applications may be submitted directly to the U.S. Embassy at

LomeEmbInternship@state.gov

Attn:

Foreign National Student Internship Program
Ambassade des Etats Unis
4332, Boulevard Gnassingbé Eyadema
Cité OUA, Lomé, Togo.
B.P. 852

DEADLINES
The Embassy will accept applications for the next cycle after November 1 but no later than December 5, 2011.

"3111. For the purpose of this section, 'student' means an individual who is enrolled, not less than half-time, in a high school, trade school, technical or vocational institute, junior college, college, university or comparable recognized educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the Embassy that the individual has a*

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The U.S. Department of State is committed to equal opportunity and fair and equitable treatment of all without regard to race, color, ethnicity, sex, religion, age, sexual orientation, disabling condition, political affiliation, marital status, or prior statutory, constitutionally protected activity.

2010
Foreign National Student Internship Program

What it is

The Foreign National Student Intern Program is designed for students who are non-U.S. citizens seeking internships with U.S. Embassy Lome. The program benefits both the Embassy and students by providing students with valuable educational experience in foreign affairs and by assisting posts in accomplishing their goals. In the last cycle, interns contributed to Public Affairs events including a web-conference, a poetry slam, and two large scale exhibitions held at the University of Lome. The Political section intern compiled economic and political research reports. The intern in the Consular section aided in translation and the intern in the management section had small projects related to daily management of the embassy from finance and budgeting to human resources. There are no benefits attached to this internship and no compensation, nor any future employment rights. The program is open to all students and provides the opportunity to work for three months in the Embassy and to gain experience in various areas of foreign policy and management.

Who we are

The U. S. Embassy in Lomé is comprised of 2 different U.S. Government agencies. The Department of State, the primary presence at the Embassy, is the official international relations arm of the President of the United States. The Department is responsible for formulating, implementing and supporting U.S. foreign policy, assisting U.S. citizens abroad and managing the human and material resources that provide the platform for U.S. foreign policy. Members of the Department's Foreign Service and Civil Service are engaged in issues such as conflict resolution, nuclear non-proliferation, human rights and democracy, environmental issues, world trade, public diplomacy, and the promotion of the interests of Americans and their businesses abroad. Department of State employees are also involved in support and management issues.

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Types of Assignments

The Embassy is comprised of different sections. Depending on the student's interest and the need of the Embassy, the intern will be assigned to one of the sections mentioned below. Interns can be assigned duties that may include research, economic and political report writing, correspondence, analysis of international issues, consular work, administrative duties, general services, and facility maintenance.

Executive Office

The Executive Office Includes the Ambassador and the Deputy Chief of Mission. The Ambassador is the personal representative of the President of the United States to the Government of Togo and is responsible for explaining U.S policy to Togo's political leaders. She also provides guidance and advice to the Department of State and the White House on issues concerning Togo. The Ambassador has the ultimate responsibility for the entire U.S mission in Togo.

The Deputy Chief of Mission is the second in charge. She is responsible for the overall supervision and management of the Embassy. She also works closely with the Ambassador and, during Ambassador's absence; she takes charge of the Embassy. Responsibilities of Chief of Mission at post also include serving Americans with professional excellence, the highest standards of ethical conduct, and diplomatic discretion

Political – Economic Section

This section's primary mission is to maintain positive and constructive relations between the United States and Togo in the political and economic area. It:

- Explains U.S. policies in areas such as human rights, terrorism, narcotics and international crime, and political military affairs to the government of Togo and seeks its support in international fora.
- Cultivates contacts with Togo's leaders to track and report on internal Togolese political developments of interest to the U.S.
- Implements all U.S. military security assistance and exchange programs. Performs liaison duties with the Togolese Armed Forces, provides advice on military issues to the Ambassador.
- Explains U.S. policies in areas such as trade, finance, investment and agriculture to the Government of Togo and seeks its support in global contest.
- Reports on the Togolese economy and the government's domestic and international economic policy. Works with U.S. government agencies to facilitate trade between the U.S. and Togo. Seeks opportunities for U.S. exports and investment, and assists U.S. exporters and investors on doing business in Togo.
- Provides information and assistance to Togolese firms that want to represent U.S. companies or import U.S. goods and services.

Regional Security Office

The Regional Security Office (RSO) is dedicated to providing a safe environment to conduct foreign policy and, she also advises the Ambassador on all security and law enforcement issues affecting relations between the United States and Togo.

- The RSO is responsible for the safety of all Togolese and American employees at the Embassy.

Consular Section

This section's responsibilities include:

AMERICAN CITIZENS SERVICES:
This service in Togo provides assistance to American citizens in Togo. American citizens can request passports, register their children born outside the United States (in Togo), and ask for help in emergency situations

NON-IMMIGRANT VISA SECTION - IMMIGRANT VISA SECTION:
This section processes all categories of immigrant and non-immigrant visas.

Public Diplomacy

The Public Affairs Section manages issues related to the media, education, and cultural programs. It has two distinct sections and a Resource Center for those looking for information about the United States, key policy issues and U.S. programs in Togo.

1. Press Section - The Information Specialist in charge of the Press Section manages all media relations, working closely with Togolese written and electronic media outlets to provide a variety of information, including policy statements.

2. Cultural Affairs Office – Togo enjoys a rich and diverse cultural tradition with a very talented and abundant artistic expression. The Cultural Affairs Office is responsible for promoting cultural and educational ties between the United States of America and Togo through a number of bilateral programs such as exchanges, sponsorships and other activities.

3. Information Resource Center (IRC) is the reference and documentation center of the United States Embassy in Togo. IRC staff can assist the public in answering detailed questions or identifying appropriate information sources to contact in the U.S. In addition, a quick reference service provides addresses, telephone and fax numbers of government and private organizations, statistics and biographical data, and other data of general interest. The (IRC) also manages the embassy's website and social media engagement, reaching thousands of people over the Internet with a vast store of information about the United States and Togo

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Management Section

This is the largest section within the U.S. Embassy; the Management Section's primary mission is to support the operation of all sections and agencies of the Embassy. It is responsible of for maintaining the Embassy facilities and the residences of the diplomat assigned in Togo. In addition, this section orders supplies, manages transportation needs, oversees the budget and handles all personnel needs.

Quelques mots de la première vague de stagiaires

Tout stagiaire à l'Ambassade des Etats-Unis dispose d'un bureau équipé de matériel de bureautique et d'un téléphone. Le/la stagiaire est affecté(e) à une section précise et travaille sous la direction d'un superviseur. Les tâches qui lui sont assignées sont multiples et variées. Il/elle recoit, émet et transfert des appels téléphoniques, fait des impressions et des photocopies, scanne et classe des documents et participe à tous les évènements que sa section organise.

Le/la stagiaire de la Section Poltique & Economique élabore l' organigramme du gouvernement togolais ainsi que les Directeurs de Cabinets et les Sécrétaires Généraux. Il/elle descends sur le terrain avec l'Assistant Pol/Econ en vue de relever les prix des denrées alimentaires…

Le/la stagiaire de la Section Militaire traduit les CV de ceux qui représentent les contacts pour sa section. Il répond à des lettres de demande d'assistance financière ou / et matérielle, d'autorisation de visite ou de rendez-vous. Il remplit des formulaires pour l'achat de billet, demande de voiture pour un programme hors de l'Ambassade, et pour les agences de voyage…

La section Administrative comprend le Health Unit (l'infirmerie) où le/la stagiaire passe trois heures quotidiennement. Il crée de nouveaux dossiers, annonce les visiteurs, manipule la projection vidéo et joue le rôle d'interprète au cours des formations que l'infirmière donne aux employés…

Le/la stagiaire de la Section Affaires Publiques prépare les invitations pour les évènements que sa section organise, accueille les invités, suit incessament l'actualité car son opinion compte, prépare des présentations diverses telles que "Internet Training" et accomplit les tâches que tout les démembrements de sa section exige…

Le stagiaire de la Section Consulaire joue le rôle d 'interprète entre les demandeurs de visas et le Vice-Consul pendant les interviews, crée une base de données pour tout les consulats d'Amérique en Afrique…

Program Requirements

Eligibility Criteria :

Students who are Togolese citizens or any non-host country foreign nationals who are legal resident students are eligible for the intern program. Non-host country foreign nationals are required to submit the same documentation plus documentation proving legal resident status.

Minimum Age

The intern program applicants must be at least 18 years of age at the time of appointment.

Potential

The student must have demonstrated potential to accomplish the type of work to be performed.

Transcript and Permission

The student must be in good academic standing at his or her current educational institution and provide a certified transcript to verify it. The student must provide written permission from the educational institution in which the student is enrolled.

Certifications

The student must receive a security certification and a medical certification once selected for the program and before starting to work.

Application Instructions

Summary Procedures on How to Apply for Foreign National Student Internship

What to know before you begin:

- There will be no compensation.
- This is NOT an offer of U.S. Government employment.
- There will be NO benefits such as leave accrual, health insurance or allowances.

Steps to Complete

1. Complete the following forms:

    - Application/Resume
    - Statement of Interest
    - Letter of Permission
    - Legal residency documentation (non-Togolese only)
    - Gratuitous Service Agreement

2. Obtain written permission from school and letters of recommendation, as applicable.

3. Request that the school send an official transcript of academic standing to the Human Resources Office.

4. Submit all documents in Step 1 above including any certifications, licenses and proficiencies as required to the U.S. Embassy Human Resources Office prior to the closing date. You may either scan and email your application or deliver it directly to:

LomeEmbInternship@state.gov OR

Foreign National Student Internship Program
Ambassade des Etats Unis
4332, Boulevard Gnassingbé Eyadema
Cité OUA, Lomé, Togo.
B.P. 852

5. Be available for interview when/if called. English skills will be tested as part of the interview process. If selected, be available for medical and security certifications

Selection and Offer

The U.S. Mission is committed to fair and equitable treatment for all without regard to race, color, religion, sex, or national origin, age, disability or sexual orientation. Once all personnel procedures are completed, then preliminary selection(s) are made, the Human Resources Office will send an official letter extending an offer to participate in the program to all those selected. This letter will include information on the position, the dates of the program and the work location. Final selection is contingent on passing medical and security checks.

Security and Medical Certification

Students selected for the internship program must pass a background check and receive a security certification from the post security officer before commencement of the internship. Students will be asked to provide a certificate of medical examination and NBI clearance prior to commencement of appointment to the Intern Program. In addition, all appropriate host government and post records will be checked for security risk assessment.

U.S. Embassy, Lomé

FOREIGN NATIONAL STUDENT INTERN PROGRAM (FNSIP)

APPLICATION FORM

1. **Full Name:**

_____

Last (Surname) First (Given Name) Middle

ID card #**:** _____

2. **Present address and telephone number:**

ADDRESS: _____

** **Phone Number:** _____

** **Email Address:** _____

3. **How did you learn about this program?**

- ☐ **Employee**
- ☐ **Relative**
- ☐ **School**
- ☐ **Embassy website**
- ☐ **Other (Please Specify)**: _____

4. University/School/Educational Institution:

For each institution you have attended, provide the following information in the space below. Begin with your present school and work backwards. Use continuation sheets as necessary.

Name of Educational Institution:

Major:

Year:

****When are you expecting to graduate?**

Year: _____ Month: _____

5. **Current Citizenship:** _____ **Other Citizenship (Please Specify):** _____

7. U.S. Citizenship: Do you have any claim to U.S. citizenship? YES: _____ **NO:**_____

8. Do you have any relatives that work for the Embassy?

- ☐ **YES (If yes, please list name, section where they work and how long they have been employed.)**
- ☐ **NO**

Name (Last, First, Middle):_____

Section:_____

Years worked at the Embassy:_____

9. Languages: Identify the language and indicate extent of your competence for each:
(5 = Native; 4 = Fluent; 3 = Good; 2 = Fair; 1 = Poor; 0 = None)

Language	Speak	Read	Write	Understand
English	-	-	-	-
French	-	-	-	-

10. Special Qualifications and Skills:

List any special skills you possess and equipment you can use, certifications, licenses obtained, etc.

_____
_____
_____
_____

11. Training Received:

List training, if any, received in areas applicable to the internship position in which you are applying.

_____
_____

12. Computer Skills:

How do you rate your computer skills ?. Check one block:

- ☐ 5 = excellent;
- ☐ 3 = good;
- ☐ 1 = fair;
- ☐ 0 = none

List computer programs in which you have experience:

1. _____
2. _____
3. _____

15. References

List at least **one person** not related to you by blood or marriage that is qualify to supply definite information regarding your character and suitability as an intern under the program.

Name: _____ Title: _____

ADDRESS: _____

PHONE : _____

16. YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign.

I understand that any information I give may be investigated and that a false statement may be grounds for non-consideration or dismissal of my participation in the Intern Program, if I am selected.
I understand that, if I am provisionally selected, an Embassy-required security certification is a prerequisite.
I understand that, if I am provisionally selected, an Embassy-required medical examination and medical certification is a prerequisite. I consent to the release of information about my ability and fitness for the Intern Program by employers, schools, law enforcement agencies and other individuals and organizations to Embassy-authorized investigators and personnel.
I certify that, to the best of my knowledge, all of my statements are true, complete, and made in good faith.

_____ _____
Signature

_____ _____
Date (Month/Day/Year)

U.S. Embassy, Lomé

FOREIGN NATIONAL STUDENT INTERN PROGRAM (FNSIP)

STUDENT STATEMENT OF INTEREST

Print Name (Last, First, MI):_____

ID card #: _____

Write a Statement (print or type) of Interest that describes your objectives and motivations in seeking an internship with the U.S. Mission. Explain how the academic courses you have taken, and other personal experiences you have had, relate to the Intern Program and/or Office to which you would like to be assigned.
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

_____
Signature

_____
Date (Month/Day/Year)

U.S. Embassy, Lomé

FOREIGN NATIONAL STUDENT INTERN PROGRAM (FNSIP)

LETTER OF PERMISSON

Student's Name: _____

ID No: _____

University: _____

Major: _____

Year: _____

GPA: _____

The student above is granted permission to participate in the Foreign National Student Intern Program (FNSIP) at the U.S. Embassy, Lomé, and will **continue his/her university studies immediately upon completion of the internship.**

Date: _____

Authorized by: _____

Name/Title

_____

Signature

UNITED STATES DEPARTMENT OF STATE
GRATUITOUS SERVICE AGREEMENT

Title 5 Section 3111 of the United States Code authorizes federal agencies to establish programs designed to provide educationally related work assignments for students on a nonpayment basis. You will be hired under such a program.

According to the law, we may only accept your gratuitous service if the service:
(1) is performed by a student, with permission of the institution at which the student is enrolled;
(2) is uncompensated; and
(3) will not displace any employee.

As a student participating under this program you will not be considered to be a U.S. federal employee for any purposes other than injury compensation or laws related to the Tort Claims Act. Your service is not creditable for leave accrual or any other employee benefits.

This arrangement is subject to termination at any time at the discretion of the Mission. Please sign below acknowledging that you understand the terms under which you will be hired.

I understand the terms under which I am being hired, including, without limitation, that I will not be compensated for the services that I provide.

_____
Type or Print Name
(Last,First,Middle)

_____
(Signature)

_____
DATE (month/day/year)