

The U.S. Embassy in Montevideo is seeking university students who meet the requirements below and who would be interested in achieving practical experience through a volunteer internship in the Embassy's Office of Defense Cooperation (ODC).

The student intern will be working as a clerical assistant to the Global Peacekeeping Initiative (GPOI) and the Humanitarian Assistance Program (HAP) Managers and having the opportunity of gaining real experience assisting the GPOI HAP managers in the following areas:

- Receiving, screening and processing bids.
- Establishing contact with prospective recipients to analyze the requests and obtain a prioritized list of requirements from URY PKO related elements.
- Obtaining price quotes from vendors.
- Analyzing costs and comparing quotes.
- Determining price fairness.
- Assisting with the purchase of donations.
- Assisting with processing related administrative paperwork like purchase orders, invoices, inventories, receipt forms, and reports.
- Assisting in writing Statements of Work (SOW).

The intern will also assist the office in the following, clerical, secretarial and administrative duties:

- Answer phones and send faxes
- Prepare basic correspondence in English and Spanish
- Office filing
- Protocol events
- Visits
- Update manuals and operating procedures

The internship will take place at the U.S. Embassy building in Montevideo.

Interns should be available at least 4 hours per day, Monday through Friday, within Embassy work hours. (Embassy work hours are from 8:45 am to 5:30 pm).

Intern's schedule is somewhat flexible and will be arranged according to the student's availability.

## Qualifications required:

The ideal candidate should be able to communicate with people, possess personal initiative, have analytical capabilities, be proactive and organized, write and draft very well and operate computers, phones and faxes.

### Education and skills:

- Currently enrolled in a local University or Vocational School in the areas of Administration, Economy, Accounting, Communications, Social Welfare, or Secretarial Duties.
- Students who will be graduating shortly are not qualified. Recommendation letters from two professors will be needed.
- Excellent English and Spanish speaking and writing skills.
- Outgoing and proactive personality, high degree of analytical capabilities and good interpersonal skills.
- Be capable of working in an environment under pressure.
- Carry out basic office administrative activities.

### - Other formal requirements for volunteer internship:

1. Age: From 18 to 23 years old.
2. Citizenship: This opportunity is only for non-U.S. citizen students. U.S. citizens who are interested in applying for a student internship with the Department of State, can find further background information at <http://careers.state.gov/student/>
3. Must be a student in a good academic standing, provide a certified transcript to verify and provide written permission from the educational institution.
4. Medical Insurance: interested student must have his/her own medical insurance.
5. Practical professional experience has to be a career requirement.
6. Commitment to follow through with the internship until its completion.

## Selection process:

All interested candidates who fulfill the requirements explained above should send updated biographical data sheet containing detailed information on studies, past work experience (if any) and references to [jobsMVD@state.gov](mailto:jobsMVD@state.gov) before **April 25, 2010**.

First screening of applicants will be done on bases of the data provided. The best qualified candidates will be called for an interview.

Once selected, the candidate will be subject to medical and security checks before approval to participate in the program.

## Advantages for the student:

This can be a very interesting opportunity to obtain practical experience in a challenging environment, practice the English language and gain experience in a key office for the Embassy community.

The Embassy will provide a report on the student's performance according to the requirements of the student's University.

**Final note:** The intern is not considered an employee. There is no compensation, benefits or leave.