

Announcement Number 39/11

Open to: All Georgian Students
Position: Intern for Public Affairs Section (several positions)
Opening date: 5 August, 2011
Closing Date: 19 August, 2011
Work Hours: Part-time, 20-30 hrs per week
Length of Hire: August 2011 – January 2012

NOTE: All information and statements submitted for an internship vacancy are subject to verification. Any willful misstatements will result in elimination for internship consideration, and if the individual is hired, subject to immediate termination irrespective of the length of internship.

IMPORTANT NOTICE:

**This is NOT an offer of Federal Employment;
There will be NO benefits;
There will be NO COMPENSATION;**

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists Public Affairs Section (PAS) staff according to current needs and activities:
 - One intern to assist staff working in the education section;
 - Two interns to assist staff working in the press and media section;
 - One intern to assist staff working in the American Center for Information Resources (ACIR);
 - One intern to assist staff working in cultural programming;
- Assists Public Affairs Section (PAS) staff according to current needs and activities as per the information above. The intern may also rotate among the individual divisions within the PAS section, to include Information Outreach, Press, Education, and Culture;
- Contributes to post's outreach programs, including making presentations at American Corners and other locations;
- Assists PAS staff with clerical and administrative tasks such as escorting visitors, providing refreshments to visitors, coordinating exhibitions at the Embassy, filing, photocopying, and other related duties;
- Assists PAS staff in arranging events, including preparing guest lists and invitations, coordinating with vendors and making site arrangements, providing translation/interpretation services, greeting guests, taking photographs and ensuring that events run smoothly;

QUALIFICATIONS REQUIRED:

- Must be an undergraduate student at any higher education institution in Georgia and be advanced in his/her studies towards a university degree with a major including, but not limited to: American Studies, Public Administration, International Relations, Journalism, English or Library Science, Arts Criticism or Arts Management;
- Master's level journalism students will be considered eligible for an internship in the press section;
- Level IV (Fluent) speaking/reading/writing in Georgian and English is required;
- Must be able to organize office records; prepare correspondence; get along well with colleagues; deal tactfully with contacts.

TO APPLY:

Interested applicants for this position must mail or fax the following to HR Office:

- (i) Resume / CV (in English);
- (ii) Statement of Interest (in English);
- (iii) Written permission on internship from university/graduate school (preferable in English);
- (iv) Letter of recommendation (preferable in English);
- (v) Transcript of academic studies (preferable in English);

US Embassy

Tbilisi, Georgia

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MAIL APPLICATION TO:

Human Resources Office

11 George Balanchine Street

Tbilisi, Georgia

Zip Code: 0131

Fax: (995-32) 277707

E-mail: HROTBilisi@state.gov;

Closing Date for this position is: August 19, 2011
Embassy Tbilisi is an Equal Opportunity Employer

Viki Thomson
Human Resources Officer