



VACANCY ANNOUNCEMENT

U.S. EMBASSY, TBILISI, GEORGIA

No. 2019-48

OPEN TO: All Georgian Students

POSITION: **INTERN FOR PUBLIC AFFAIRS SECTION (SEVERAL POSITIONS)**

OPENING DATE: **NOVEMBER 21, 2019**

CLOSING DATE: **DECEMBER 5, 2019**

WORK HOURS: Part-time, 20-30 hrs. per week

NOTE: ALL APPLICANTS MUST SUBMIT AN APPLICATION FOR FOREIGN NATIONAL STUDENT INTERN PROGRAM– FNSIP Form (in English)

Applicants should indicate the vacancy for which they are applying. 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;**

BASIC FUNCTION OF POSITION

- Assists Public Affairs Section (PAS) staff according to current needs and activities:
 - One intern to assist staff working in the education section;
 - One intern to assist staff working in the cultural section;
 - Two interns to assist staff working in the press and social media section;
 - Two interns to assist staff working in the iSpace and American Spaces;
 - One intern to assist staff working in the grants section.
- Assists 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 Outreach Programming, Press, Education, Culture and the Grants.

- Assists PAS staff with clerical and administrative tasks such as escorting visitors, providing refreshments to visitors, filing, photocopying, and other duties assigned by the staff members.
- Assists PAS staff in arranging events, including preparing guest lists, providing translation/interpretation services, greeting guests, taking photos during the events, and supporting American Corners and iSpace outreach programming.
- Assist PAS staff in Grants Section in program/project management including but not limited to: communicating with various Georgian and US NGOs, media and educational institutions to ensure grantees comply with federal rules of project management; organizing consultation meetings for grantees and scheduling project monitoring trips, participating in PAS events planning and execution in support of the USG funded grant activities.

QUALIFICATIONS REQUIRED

- Must be a student at any higher education institutions 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, Design, English or Library Science, Arts Criticism or Arts Management;
- For the intern position in the press and media section, preference will be given for experience in digital video and/or photo production and editing.
- For the Intern position in Grants Section, preference will be given to students of Business Administration/Economics with experience in project management, event planning and execution. Working knowledge of Microsoft Office: Word, Excel, Outlook, Power point is must.
- Level IV (Fluent) speaking/reading/writing in Georgian and English is required; Language skills may be tested;
- Must be able to perform assigned tasks diligently, get along well with colleagues; deal tactfully with contacts.

HOW TO APPLY:

Interested applicants for this position must e-mail the following to HR Office:

- FNSIP Application Form (in English);
- Statement of Interest (in English);
- A letter from your university/graduate school clearly stating they grant you permission to do an internship (preferably in English).
- Letter of recommendation (preferably in English);
- Transcript of academic studies (preferably in English);
- All applicants must indicate the names of any family members related by blood or marriage who are working for the U.S. Embassy in Tbilisi, or for any other U.S. Government entity (USAID, Peace Corps, and MCC). This includes brothers, sisters, parents, children, cousins, aunts, uncles,

in-laws by marriage – any family connection at all. If there are no family members or relatives, they must clearly state this in their application.

WHERE TO APPLY:

All documents **MUST** be e-mailed in PDF format to [**HROTbilisi@State.gov**](mailto:HROTbilisi@State.gov).

No other formats will be accepted. All applications must have the position title and internship vacancy announcement number.

Please visit our website for additional information, including current openings and application requirements for applying to the American Embassy in Tbilisi:

[**https://ge.usembassy.gov/jobs/internship-opportunities/**](https://ge.usembassy.gov/jobs/internship-opportunities/)

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