

STAFF ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA BELGRADE

Subject: Public Diplomacy (PD) Foreign National Intern Position – Information Resource Center (IRC) <i>External vacancy announcement</i>	Date: 06/13/2017	No. 092
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The U.S. Embassy in Belgrade (Public Diplomacy) is seeking a Foreign National Student for the following intern position within post's Foreign National Student Intern Program.

The program is open to the Department of State and its Sections/Units and designed for students who are non-U.S. citizens seeking an internship within the Embassy. The purpose of this program is to offer students the challenge of working in the foreign affairs arena while giving the embassy the benefit of their assistance. Please note that there are no benefits and no compensation associated with this internship or any future employment rights.

- OPEN TO:** Non-U. S. citizen students residing in Serbia
- POSITION:** **Public Diplomacy – Student Volunteer – IRC**
- OPENING DATE:** June 13, 2017
- CLOSING DATE:** June 27, 2017
- WORK HOURS:** Part-time (20 hours per week)
- SALARY:** No compensation; non-paid intern.
- LENGTH OF HIRE:** Twelve months

BASIC FUNCTION OF THE POSITION

The primary function of the Public Diplomacy Section local national intern position will be to assist with outreach programs while focusing specifically on the activities of American Corners and Public Diplomacy engagement through social media. As time permits, the intern will also be incorporated into Embassy projects focused on building a positive relationship between the people of the United States and the people of Serbia. The student intern will work with American Corners to ensure access to necessary materials and to create innovative programming. He/she will provide support to Public Diplomacy outreach activities, and assist in crafting online engagement.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education: Must be currently enrolled in a University and have completed a minimum of 75% of studies towards a degree in International Relations, information technology, library science, American studies, political science, economics or international law.

Prior Work Experience: No prior work experience is required.

Knowledge: Must have computer knowledge to include internet research, word processing, use of spreadsheets, and social media engagement.

Skills and abilities: The incumbent must possess strong writing and summarizing skills and a good general understanding of political and cultural issues in Serbia.

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.

FOR FURTHER INFORMATION

Complete position description listing all duties and responsibilities may be obtained by contacting the Human Resources Office.

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 recruitment 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 advertised.
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.

HOW TO APPLY:

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

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources;
2. A certified transcript verifying good academic standing at the student's educational institution;
3. 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 advertised 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; and
4. 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.

WHERE TO APPLY:

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
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E-mail: belgradehro@state.gov

CLOSING DATE FOR INTERN POSITION: June 27, 2017

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.

Approved: A/MGT/C: CGPixley
Drafted: HRO: SCerović
Cleared: HRO: Zmilovanović - ok
IO: EDHeyden - ok
HRO: EFDunstan - ok

Distribution: All Embassy Employees