



# VACANCY ANNOUNCEMENT

## U.S. EMBASSY, TBILISI, GEORGIA

No. 2023-03

OPEN TO: **All Georgian Students**

POSITION: **Intern for the Bureau of International Narcotics and Law Enforcement Affairs (INL) Office**

OPENING DATE: **January 13, 2023**

CLOSING DATE: **January 26, 2023**

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

DURATION: **6 Months**

**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**

The primary purpose of the intern is to provide research and administrative support for the Bureau of International Narcotics and Law Enforcement Affairs (INL) Office:

- Assist with preparations for 10<sup>th</sup> Annual Women in Policing Conference;
- Provide administrative and logistical support during the 10<sup>th</sup> Annual Women in Policing Conference;
- Conduct research on law enforcement and corrections topics as assigned and provide written analysis;
- Draft written reports for review by INL staff;
- Liaise with Ministry of Internal Affairs and Ministry of Justice officials;
- Perform general clerical duties (photocopying, scanning, mailing, filing, shredding);

- Attend meetings when necessary.
- Other administrative duties as assigned.

## 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: Humanitarian or Legal fields such as: Public or Business Administration, International Relations, English or Criminal Justice.
- Good 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; must have very good verbal and oral communication skills.
- Use of office equipment/machinery. Advanced MS Office Excel and Word knowledge is required with good typing skills;
- Must have basic customer service skills.

## COVID-19 Requirements for Interns

Selected intern will be required to follow all Mission COVID-19 policies applicable to Locally Employed Staff. If selected for the internship, the agency will provide you additional information regarding these requirements.

## HOW TO APPLY:

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

- [Statement of Interest](#) (in English);
- A letter from your university/graduate school clearly stating they grant you permission to do an internship (in English);
- Transcript of academic studies (in English);
- ID Card;
- Letter of recommendation (not mandatory, however will strengthen an application submitted).

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/>**

**Embassy Tbilisi is an Equal Opportunity Employer**