Department of State (DOS)

Information Resources Management (IRM)

Announcing an open INTERN position for

IRM Foreign National Student
Summer Intern

The U.S. Embassy in Belgrade (Information Resources Management section) is seeking a Foreign National Student for the following intern position within the post's Foreign National Student Intern Program.

This is a newly established program open to the Department of State and its Sections/Units designed for students who are non-U.S. citizens seeking internship within the Embassy. The purpose of this program is to offer students the challenge of working in the foreign affairs arena and at the same time to benefit from their assistance. Please note that there are no benefits and no compensation attached to this internship nor any future employment rights.

OPEN TO: Non-U. S. citizen students residing in Serbia

POSITION: **IRM Intern – Student Volunteer**

OPENING DATE: March 1, 2012

CLOSING DATE: March 16, 2012

WORK HOURS: Full-time (40 hours per week)

SALARY: No compensation; non-paid summer intern.

LENGTH OF HIRE: 8 weeks (summer intern)

BASIC FUNCTION OF THE POSITION

This position is a summer (6-8 weeks) intern training position and part of the Embassy IRM outreach program. The basic function is to work on a rotational basis with the different subsections within the IRM section at post. This includes, but is not limited to Customer Service, Network Infrastructure Support, Systems Support, Application/Workflow solutions development and a special project identified by the IRM management team.

QUALIFICATIONS REQUIRED
NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Must be currently enrolled in a University and have completed a minimum of 75% of studies towards a degree in an Information Technology related discipline.

Prior Work Experience: No prior work experience required.

Knowledge: The candidate is expected to know theory and best practices of the Information Systems Industry. Additionally, must have a good understanding of standard programming languages including C family languages, Scripting, Technologies, Java, Java Script and PHP. Familiarity with Microsoft Operating Systems, Web servers/services and Internet Explorer technologies.

Skills and abilities: Ability to program using Information Systems Industry standard programming languages and apply them to real world Information Technology Solutions. Must be able to navigate through the Microsoft Windows Operating System, indentify problems and/or configuration issues and correct them.

Language proficiency: S-3/R-3/W-3 (good working knowledge) speaking/reading English is required. S-4/R-4/W-4 (fluent) speaking/reading Serbian is required.

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 other skills during the interview 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 advertized.
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.

TO APPLY

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

1. A detailed current resume or curriculum vitae enclosed with a proof of good academic standing by providing a certified transcript;

2. Student's Statement of Interest that should include the student's objective s and motivations in seeking an internship and how his/her academic courses and other experiences relate to the advertized 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; plus

3. 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.

SUBMIT APPLICATION TO   THE HUMAN RESOURCES OFFICE
AMERICAN EMBASSY BELGRADE
KNEZA MILOŠA 50
11000 BELGRADE

POINT OF CONTACT   Telephone: 361-9344, ext. 4640 or 3064640
Fax: 361-5489
E-mail: belgradehro@state.gov

CLOSING DATE FOR INTERN POSITION: March 16, 2012

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.