INTERN ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA
BAKU

No. 17-09 Community Liaison Office (CLO) Intern Date: 06/22/2017

OPEN TO: All Azerbaijani Students

POSITION: Intern

OPENING DATE: June 22, 2017

CLOSING DATE: July 06, 2017

WORK HOURS: Part time; 20-30 hours/week

LENGTH OF HIRE: Six months

IMPORTANT NOTICE: This is NOT an offer of Federal Employment;
There will be NO benefits;
There will be NO COMPENSATION.

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

The U.S. Embassy in Baku is seeking individuals for a Community Liaison Office (CLO) Intern position. Multiple selections may be made from this announcement.

BASIC FUNCTION OF THE POSITION

The incumbent’s primary duties are to provide administrative support to the Community Liaison Office. The incumbent assists the Community Liaison Officer in event planning, developing and maintaining key contacts, developing reports, and managing information that benefits the morale and welfare of the entire mission.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact ext. 3847.

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

1. **EDUCATION**: Current undergraduate or graduate student study is required.

2. **LANGUAGE**: Level III (Good working knowledge) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Azerbaijani or Russian. Level III (Good Working Knowledge) of reading/speaking/writing in the other language is required.

3. **KNOWLEDGE/SKILLS**: Good working knowledge of Azerbaijan's history, culture and customs. Basic computer skills are required (MS Outlook, Word, Excel, PowerPoint and Internet)

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**ADDITIONAL SELECTION CRITERIA:**

1. Non-U.S. citizen student in good academic standing at his/her current educational institution.
2. Must be a continuing student upon completion of the internship.
3. Must be at least 18 years of age.
4. All applicants must have medical insurance.
5. After selection, the student must receive security and medical clearance before receiving a formal offer of employment.

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**TO APPLY**

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website;
2. Statement of Interest (in English);
3. Gratuitous Service Agreement (sample is available at U.S. Embassy Baku Internet page);
4. Written permission on internship from the educational institute (preferable in English);
5. Letter of recommendation (preferable in English);
6. Transcript of academic studies (preferable in English).

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**SUBMIT APPLICATION TO**

Only electronic copies:
E-mail: BakuHRMailbox@state.gov

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**POINT OF CONTACT**

HR Office
Telephone: 488-33-00
http://azerbaijan.usembassy.gov