

INTERN ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA
BAKU



No: 18-40

MBA Analyst Intern - Human Resources

Date:
10/23/2018

All applications previously submitted under Vacancy Announcement #18-36 will be considered. Human resources will also consider any resubmitted, revised applications. A completed DS-174 is mandatory.

OPEN TO: All Azerbaijan Citizen University Students

POSITION: MBA Analyst Intern - Human Resources

OPENING DATE: October 23, 2018

CLOSING DATE: November 06, 2018

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 an MBA Analyst Intern position in the Human Resources Section. Multiple selections may be made from this announcement.

BASIC FUNCTION OF THE POSITION

The intern will analyze data, design reports and presentations, manage independent projects, translate documents, and provide routine administrative support to the HR team, as well as to other sections in management as necessary.

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 criterion detailed below with specific and comprehensive information supporting each item.

1. EDUCATION: Two years post-secondary study in Human Resources, Management, Project Management, Translation, Business Administration, International Relations, English Language and Literature, or related fields of 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: Attention to details, computer skills, and good interpersonal skills are required.

ADDITIONAL SELECTION CRITERIA

The following is required:

1. Azerbaijani 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 internship.

TO APPLY

The following is required:

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), except for students at the following: ADA University, Khazar University, Baku Engineering University, Azerbaijan University of Languages, Baku Slavic University, Azerbaijan State Oil and Industry University.
5. Letter of recommendation (preferable in English);
6. Transcript of academic studies (preferable in English).

SUBMIT APPLICATION TO

Only electronic copies: BakuHRMailbox@state.gov

POINT OF CONTACT

HR Office

Telephone: 488-33-00

<http://azerbaijan.usembassy.gov>