

INTERN ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA
BAKU



No: BAKU-
2019-I-09

Human Resources Section Intern

Date:
09/06/2019

OPEN TO: All Azerbaijan Citizen University Students

POSITION: Human Resources Section Intern

OPENING DATE: September 06, 2019

CLOSING DATE: September 20, 2019

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

BASIC FUNCTION OF THE POSITION

The primary goal of the intern will be assisting Human Resources Officer with enhancement of language program by providing market research to meet the Embassy needs.

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 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:** Research oriented, ability to work independently, 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 clearances before receiving a formal offer for the 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).
7. CV (Résumé)

SUBMIT APPLICATION TO

Only electronic copies:

E-mail: BakuHRInternship@state.gov

POINT OF CONTACT

HR Office

Telephone: 488-33-00

<http://azerbaijan.usembassy.gov>