

VOLUNTEER FOREIGN NATIONAL STUDENT ANNOUNCEMENT

U.S. MISSION GERMANY

Number: N/A

Date: October 17, 2008

Position Title	Volunteer Foreign National Student Intern – Electrical Maintenance
Location	American Consulate General, Frankfurt am Main, Facilities Management Office
Open To	German and Third Country Nationals
Salary and Grade	Unpaid
Schedule	40 hrs per week, temporary position from March 16 through April 4, 2009 and August 3 through September 11, 2009
Opening Date	October 17, 2008
Closing Date	Until filled
Security Requirement	U.S. Mission issues medical / non-sensitive security clearance

The American Consulate General in Frankfurt am Main is seeking an individual for the position of Volunteer Foreign National Student Intern in Electrical Maintenance in the Facilities Management Office.

BASIC FUNCTION OF POSITION

(A copy of the complete position description listing all duties and responsibilities is available upon request.)

1. Understands & uses German & US American construction/ maintenance regulations and practices as well as Facilities Maintenance standards/procedures.
2. Conducts inspection surveys on all USG residential and office buildings.
3. Establishes requirements and Scopes of Work to prepare USG contracts in routine maintenance and repairs with local companies.
4. Inspects utility systems to supply a large facility, handle electric/mechanical/heating plants.
5. Inspects AC and domestic water supplies.
6. Organizes and schedules renovation and repair projects.
7. Reads and understands technical drawings.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific information supporting each item.

EDUCATION: High School education.

LANGUAGE: Level III (good working knowledge) English and Level II (working knowledge) of German is required.

KNOWLEDGE, SKILLS, ABILITIES:

- General computer skills are essential with a strong facility in Microsoft applications.

- Journeyman level knowledge of U.S., Japanese, and German made appliances and electrical control circuits.
- Knowledge of all utility lines, mechanical & electrical systems, generators, alarm systems, HVAC systems, water storage & fuel tanks, electronic-control, pneumatic-control, & heating-boiler plants.
- Strong customer and interpersonal skills. Work well with international and multi-cultural construction personnel.

Please note that the Human Resources Office may conduct tests of appropriate language levels, or other required skills during the interview process.

APPLICATION INFORMATION

- **Application Requirements:** The U.S. Mission will only accept applications from non-U.S. citizens. The purpose of the Volunteer National Student Intern Program is to offer local students the challenge of working in the Foreign Affairs arena. There are no benefits attached to this internship and no compensation, nor any future employment rights.
- **Additional Selection Criteria:**
 1. The U.S. Mission will consider nepotism/conflict of interest, budget, and residency status, and whether applicant has a work permit, in determining successful candidacy.
 2. The candidate must be able to obtain and hold a non-sensitive security clearance and also a medical clearance.
- **To Apply:** Interested applicants for this position must submit their application and pertinent supporting documentation to the
American Consulate General
Human Resources Office
Birgit Blaesing
Gießener Straße 30
60435 Frankfurt am Main
 1. Please send any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
 2. Application language is English, i.e. letter of introduction and application for employment, CV or resume only. Certificates, awards or degrees in English or German do not need to be translated.
 3. Note that the U.S. Mission does not/not refund travel expenses incurred by the interviewee.

CLOSING DATE FOR THIS POSITION: Until filled

The U.S. Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.

Approved: MGT/FAC:CNFlanagan
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