

For Public Dissemination

POLITICAL SECTION INTERNSHIP ANNOUNCEMENT

U.S. MISSION GERMANY

Number: N/A

Date: 10/19/2009

Position Title: Volunteer Foreign National Student Intern

Location: Political Section at the American Embassy Berlin, Pariser Platz 2

Open To: Students with German or other nationality; American Citizens are not eligible for this program

Salary and Grade: Unpaid

Schedule: 20-40 hrs per week, temporary position, minimum length: 8-12 weeks

Opening Date: Immediate upon successful security clearance

Closing Date: Until filled

Security Requirement: U.S. Mission issues medical / non-sensitive security clearance

PERTINENT APPLICATION INFORMATION

• Application Procedures: Interested applicants must submit their applications and pertinent supporting documentation to the following mailing address:

American Embassy

Political Section

Clayallee 170

14195 Berlin

For questions, you may call the Political Section at (030) 8305-2200.

If you would like your application materials returned, a self-addressed, pre-stamped envelope must be submitted with your application.

Please note:

• Application language is English, i.e. letter of introduction and CV or resume only. Certificates, awards or degrees in English or German do not need to be translated. Please provide an enrollment confirmation from the university/school or a graduation certificate.

• Note that the U.S. Mission Germany does not refund travel expenses incurred by the interviewee.

• Eligibility 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. The U.S. Mission will consider issues such as conflict of interest, nepotism, and residency status in determining successful candidacy.

BASIC FUNCTION OF POSITION:

Duties will include:

- Information research on German domestic, foreign and security policy issues
- Assist in preparing unit reports, including the religious freedom report and/or the human rights report
- Monitor political press reports and draft short memos and reports on current issues as assigned
- Assist in updating biographical database
- Assist in arranging appointments for U.S. officers and visiting officials
- Other duties as assigned.

The intern should have good English and native German skills, have a good knowledge of the German political system, be a good organizer, and have good drafting and research skills. The intern should expect to work 20-40 hours per week. Actual work hours are flexible. Please indicate your earliest starting date and maximum availability.

The intern supports the Political Specialists and Officers of the Political Section.

Internships at the American Embassy are unpaid but upon request you will receive a letter of recommendation or other documentation from the supervisor upon the successful completion of the internship.

REQUIRED QUALIFICATIONS:

Applicants must address each selection criterion with specific information supporting each of the following items in order to be considered qualified.

EDUCATION: Present enrollment or recent graduation from a university.

Area of study: Preferably Political Science, International Relations or European Studies.

EXPERIENCE: Incumbent must be at least 18 years of age at the time internship begins and should have some previous work experience in parliamentary offices, political analysis, think tanks or political training.

LANGUAGE: Native German language skills and Level IV (fluent) English are required.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of Germany's political system and foreign politics
- Organizational skills
- Experience in office type work
- Substantial computer skills in WORD and other Microsoft products.

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.