



Announcement No. STATE-FNSI-01-19

POSITION: Internship Opportunities in the following areas:
Human Resources, Foreign Commercial Services, Protocol, Political and Economic Section, Management, Agriculture, International Narcotics and Law Enforcement

OPEN TO: All Guatemalan and other foreign national students who are legal residents of Guatemala

OPENING DATE: March 1, 2019

WORK HOURS: Minimum 20 hours per week

STARTING DATE: Throughout the year

DURATION: Minimum of 3 months to a maximum of 6 months

SALARY: Unpaid

The U.S. Embassy in Guatemala is seeking volunteers to serve in the Embassy's Internship program. This is an unpaid/volunteer internship with no benefits, compensation, or future employment rights to be accrued. Interns are required to have current medical insurance coverage.

BASIC FUNCTION:

Incumbent may be assigned any of the following duties: conducting research, drafting of economic and political reports, correspondence, information systems, analysis of international issues, administrative duties, budget and fiscal tasks, and personnel management depending on the selected area of work.

REQUIRED QUALIFICATIONS:

(NOTE: APPLICANTS MUST ADDRESS **ALL REQUIREMENTS LISTED BELOW AND SUBMIT SUPPORTING DOCUMENTATION, I.E. UNIVERSITY STUDIES. APPLICATIONS WILL NOT BE CONSIDERED IF THESE DOCUMENTS ARE NOT SUBMITTED**).

EDUCATION: University studies are required. Must be currently enrolled in an accredited university.

LANGUAGE: Level III (Good working knowledge) in both English and Spanish is required. This will be tested.

SKILLS AND

ABILITIES: Must have excellent interpersonal skills. Must be tactful and discreet, possess good judgment, and be able to work as part of a team. Proficiency in Microsoft Office applications (Word, Excel, Publisher, and PowerPoint) is required. Must be able to communicate effectively, orally and in writing. Must possess strong organizational skills and be able to multi-task.

SELECTION PROCESS:

Those who meet the basic qualifications will be invited to participate in an oral interview.

ADDITIONAL SELECTION CRITERIA:

1. Must be at least 18 years old.
2. Must have graduated from high school or equivalent secondary school prior to beginning the program.
3. Must be enrolled not less than half-time in a trade school, technical or vocational institute, junior college, college, university or other accredited educational institution.
4. Security certification must be completed prior to beginning the internship.
5. Minimum of two recommendation letters from professors to be provided.
6. Management will consider nepotism/conflict of interest, and residency status in determining qualified candidates.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application and Statement of Interest
2. Academic Transcripts
3. Proof of Medical Insurance
4. Copy of National Document (DPI)

SUBMIT APPLICATION TO:

Mailing Address: Hand-carry to 1a avenida/7a calle "A", zona 10, Guatemala (correspondence booth located at the corner).

E-mail Address: GuatemalaInterns@state.gov

WHAT TO EXPECT NEXT:

Interns who meet the requirements will be invited to take a language and computer test. If tests are passed, the intern will be contacted for an interview.

The U.S. Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.