

**Embassy of the United States of America
Foreign National Student Internship Program
2016- 2017 Academic Year**

The U.S. Embassy Tashkent is pleased to announce **the Foreign National Student Internship Program** to fill **one internship position** in the Public Affairs Section (PAS).

There are no benefits attached to the internships and no compensation, nor any future employment rights. Intern students will be retained under a Gratuitous Service Agreement. The internship will take place in the Public Affairs Section of the U.S. Embassy Tashkent.

The internship provides students with an excellent opportunity to gain useful work experience in an international organization; improve their English skills, and develop event planning/program management abilities through active involvement in various programming activities.

Public Affairs Section (PAS) **(1 position)**

Main duties:

Assisting the Public Affairs Specialist in administration of various programs by:

- Printing, downloading, and making copies of applications
- Interacting with applicants during the selection and pre-departure processes
- Maintaining database of applicants
- Preparing and conducting educational events and activities
- Arranging grants files
- Organizing logistics related to meetings with grantees
- Preparation and copying of the grant materials

Performs other duties as assigned.

Students must meet the following criteria to be eligible for the program:

- ✓ At least 18 years old
- ✓ Graduated from a specialized secondary educational establishment
- ✓ Currently enrolled not less than half-time in a higher educational institution in Uzbekistan as a 1-3 course student pursuing Bachelor's degree
- ✓ In good academic standing at the current educational institution
- ✓ Good computer/internet and customer service skills
- ✓ Proficient in English, Russian and Uzbek
- ✓ Provide written permission from the educational institution
- ✓ Legal resident of Uzbekistan

In addition, applicants must be able to work for a period of at least 6 months from 09:00 to 13:00 and/or from 13:00 to 17:00 every workday Monday through Friday. Applicants must write their hours of availability (Monday through Friday) in their **Statement of Interest**. Applicants that do not include this will not be considered.

Interested applicants must complete the enclosed forms and email them along with the passport copy to the Embassy Human Resources Section at personnel@usembassy.uz by **COB November 3, 2016**. Indicate **“PAS Student Internship Program”** in the subject line of your email, and the position title of the Application Form.

The application forms are also available online at the Embassy's website: <https://uz.usembassy.gov/jobs/vacancies/>

For further information on the program please call the Embassy Human Resources Section at 120 54 50.