

U.S. Mission Geneva

VACANCY ANNOUNCEMENT

POSITION: VOLUNTEER Local Intern – Executive (EXEC) Section.

OPENING DATE: 11/03/2016

CLOSING DATE: 11/25/2016

Eligibility Criteria:

Students in Switzerland who are non-U.S. citizens are eligible for the interim program, including any non-Swiss foreign nationals who are legal resident students of Switzerland (who possess a Student Permit).

Definition of Student:

Eligible students must meet the definition of a student, pursuant to Title 5 USC 3111, as follows:

“3111. “Student” means an individual who is enrolled, not less than half-time, in a high school, trade school, technical or vocational institute, junior college, college, university or comparable recognized educational institution. An individual who is a student is deemed not to have ceased to be a student during an internship between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the department that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim.”

NOTE: All Foreign national Student Intern Program applicants must have graduated from High School or equivalent secondary school prior to beginning the program.

WORK HOURS:

Part-time; **15/20 hours per week** (exact work schedule to be determined and flexible according to the section work load)

The intern will assist with development and implementation of all gender-related initiatives, including the Future She Deserves and International Gender Champions. The duties of this position will be performed at the U. S. Mission under the supervision of the Ambassador.

MAJOR DUTIES:

- The incumbent will fulfill the Ambassador's assignments regarding the Future She Deserves program, in all four of its priority areas: preventing gender-based violence, better access to health care for women, female economic empowerment, and promoting women to leadership positions
- S/he will ensure that the work done in the program's first 18 months is consolidated.
- S/he will explore new opportunities for cooperation with international organizations in Geneva, with a special focus on a cross-sectoral approach and the several initiatives that already exist in this area.
- S/he will advise Ambassador on best way forward for the program.
- S/he will upgrade presence of program on social media

The internship will commence on or around January 2017 and will continue through June, 2017. The internship is contingent on a **satisfactory completion of the Security and Medical Clearance.**

EDUCATION:

Holding or pursuing a master's degree in a field such as development studies, gender studies, political science, economics, or international relations

LANGUAGE REQUIREMENT:

English: Level IV (fluent) required

REQUIRED EXPERIENCE AND QUALIFICATIONS:

- Familiarity with gender issues and the work of the organizations in the field
- Strong project management skills
- Clear writing and oral presentation abilities; knowledge of WordPress or other common web publishing software

- Able to weigh competing priorities and limited time/money to develop an effective program that takes advantage of Geneva's unique position as a hub of multilateral organizations
- Comfort working with academics, diplomats, and staffers at international organizations

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Application Student Intern Program which is available by contacting Human Resources;
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office Laurence Zulian
E-mail Address: Zulianl@state.gov

9. **LANGUAGES:** (Identify the language and indicate extent of your competence for each :
 5 = fluent; 3 = good; 1 = fair; 0 = not at all)

<u>LANGUAGE</u>	<u>SPEAK</u>	<u>READ</u>	<u>WRITE</u>	<u>UNDERSTAND</u>
English _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

10. **SPECIAL QUALIFICATIONS AND SKILLS:**

List any special skills you possess and equipment you can use, certifications, licenses obtained, etc.

11. **TRAINING RECEIVED:**

List training received in areas applicable to the internship position in which you are applying.

12. **EMPLOYMENT (if applicable):** Begin with your most recent position and work backwards.

A. NAME AND FULL ADDRESS OF EMPLOYER: _____

B. DATES WORKED (month/day/year) : FROM _____ TO _____

C. EXACT TITLE OF POSITION: _____

D. NAME, TITLE, AND TELEPHONE NUMBER OF IMMEDIATE SUPERVISOR:

E. DESCRIPTION OF WORK (Describe specific duties, responsibilities, and accomplishments):

G. NUMBER OF HOURS WORKED PER WEEK: _____ NUMBER OF EMPLOYEES YOU SUPERVISED: _____

H. REASON FOR LEAVING: _____

13. HAVE YOU EVER WORKED FOR THE U.S. GOVERNMENT? YES _____ NO _____

HAVE YOU EVER BEEN DISMISSED OR FORCED TO RESIGN FROM A POSITION? YES _____ NO _____

PLEASE EXPLAIN: _____

14. COMPUTER SKILLS

How do you rate your computer skills (please circle):

5 = excellent; 3 = good; 1 = fair; 0 = none

List computer programs in which you have experience.

15. **REFERENCES** List three persons not related to you by blood or marriage who are qualified to supply definite information regarding your character and suitability for employment under the program. Do NOT include former employers (i.e., supervisors).

	NAME	MAILING ADDRESS	TELEPHONE NUMBER	OCCUPATION
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

16. **YOU MUST SIGN THIS APPLICATION.** Read the following carefully before you sign.

- I understand that any information I give may be investigated and that a false statement may be grounds for non-consideration or dismissal of my participation in the Intern Program, if I am selected.
- I understand that, if I am provisionally selected, an Embassy-required security certification is a prerequisite.
- I understand that, if I am provisionally selected, an Embassy-required medical examination and medical certification is a prerequisite.
- I consent to the release of information about my ability and fitness for the Intern Program by employers, schools, law enforcement agencies and other individuals and organizations to Embassy-authorized investigators and personnel.
- I certify that, to the best of my knowledge, all of my statements are true, complete, and made in good faith.

Signature

Date

CONTINUATION SHEET: ADDITIONAL INFORMATION (if applicable)

EMPLOYMENT (if applicable): Begin with your most recent position and work backwards. Duplicate continuation sheets as needed.

A. NAME AND FULL ADDRESS OF EMPLOYER: _____

B. DATES WORKED (month/day/year): STARTING FROM _____ TO _____

C. EXACT TITLE OF YOUR POSITION : _____

D. SALARY OR EARNINGS (Indicate if per week, month, year, etc.) :

INITIAL SALARY : _____ per _____ FINAL: _____ per _____

E. NAME, TITLE, AND TELEPHONE NUMBER OF IMMEDIATE SUPERVISOR:

F. DESCRIPTION OF WORK (Describe specific duties, responsibilities and accomplishments):

G. NUMBER OF HOURS WORKED PER WEEK : _____ NUMBER OF EMPLOYEES YOU SUPERVISED _____

H. REASON FOR LEAVING _____

CONTINUATION SHEET: ADDITIONAL INFORMATION (if applicable)

UNIVERSITY/SCHOOL/EDUCATIONAL INSTITUTION:

For each institution you have attended, provide the following information in the space below. Begin with your present school and work backwards. **Duplicate continuation sheets as necessary.**

Name and full address of current institution:

Name, title and telephone number of instructor:

Dates Attended (Month/Year) _____ Diploma/Degree/Certificate: _____

Date Received: _____ Major Field of Study: _____

Print Name (Last, First, MI)

Student ID Number

Statement of Interest

Write a Statement of Interest that describes your objectives and motivations in seeking an internship with the U.S. Mission. Explain how the academic courses you have taken, and other personal experiences you have had, relate to the Intern Program and/or Office to which you would like to be assigned.

Be sure to indicate if you will be a continuing student immediately upon completion of your internship. If this is not indicated, your application will not be considered.