# AMERICAN EMBASSY BELGRADE
# Department of State

Announcing an open position for

# Title:  Information Resources Management (IRM) Intern

The U.S. Embassy in Belgrade (Information Resources Management section) is seeking a Foreign National Student for the following intern position within the post's Foreign National Student Intern Program.

**This is a program open to the Department of State and its Sections/Units designed for students who are non-U.S. citizens seeking internship within the Embassy. The purpose of this program is to offer students the challenge of working in the foreign affairs arena and at the same time to benefit from their assistance. Please note that there are no benefits and no compensation attached to this internship or any future employment rights.**

**OPEN TO:** All interested candidates

**POSITION:** **IRM Intern – Student Volunteer**

**OPENING DATE:** March 30, 2017

**CLOSING DATE:** April 13, 2017

**WORK HOURS:** Part-time (20 hours per week)

**SALARY:** No compensation; non-paid intern.

**LENGTH OF HIRE:** Six month internship

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Under current law, non-Serbian and American citizens, who are not/not Appointment Eligible Family Members, Eligible Family Members or U.S. citizen Members of Household (MOHs) officially recognized by the Ministry of Foreign Affairs, must possess a valid Serbian residence and work permit in compliance with host government laws and regulations prior to application. **Copies of the permits must be sent with the application. The Embassy/Consulate cannot sponsor applicants for either permit, except for U.S. citizen MOHs.  Laws regarding residency are subject to change at any time.**

All applicants are instructed to address all of the required qualifications including knowledge, skills and abilities as detailed below with specific examples and comprehensive supporting information. Only applications that address the required qualifications are to be considered. **Applicants whose experience includes other duties and responsibilities than those required for this position, shall provide a detailed breakdown of duties to define how many hours per day they have spent working in each function in accordance to the position description. Applications that do not provide sufficient detail will not be considered**.

**BASIC FUNCTION OF POSITION**

This position is a 6 month internship position with the Information Systems Center (ISC) team of the Embassy's Information Resource Management (IRM) section. The internship is an Information Technology (IT) training program, and a part of the IRM section's outreach program. The intern will work on a rotational basis within different ISC work groups. This includes, but is not limited to Customer Service, Network Infrastructure Support, Systems Support, Application/Workflow solutions development, and a special project identified by the IRM management team. The intern will work on special projects as needed.

**QUALIFICATIONS REQUIRED**
NOTE: Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure do so may result in a determination that the applicant is not qualified.

**Education**: Must be currently enrolled in a University and have completed a minimum of 75% of studies towards a degree in an IT related discipline.

**Prior Work Experience**: No prior work experience required.

**Knowledge:** Candidate is expected to know theory and best practices of the IT industry. Additionally, candidate must have a good understanding of mobile technology, to include smartphones and devices. Familiarity with Microsoft operating systems, virtual servers and environments, programming languages, web servers, and web services. Knowledge of virtual server environments, Active Directory, and various back-up solutions.

**Skills and abilities**: Ability to navigate through the Microsoft Windows operating systems for servers and workstations. Must be able to identify problems and/or configuration issues and correct them. Ability to use web programming and apply technology for real world IT solutions.

**Language proficiency**: S-3/R-3/W-3 (good working knowledge) speaking/reading English is required. S-4/R-4/W-4 (fluent) speaking/reading Serbian is required. *(English language will be tested)*.

**FOR FURTHER INFORMATION**
Complete position description listing all duties and responsibilities may be obtained by contacting the Human Resources Office.

**SELECTION PROCESS**
The best qualified students who demonstrate the potential to accomplish the type of work to be performed will be considered for an interview. Therefore, it is in the interest of the applicant to address all the above required qualifications in the application.

*Note: Students will be tested for language during the interview process.*

**ADDITIONAL SELECTION CRITERIA**
1. Management will consider nepotism/conflict of interest, and residency status in determining successful intern candidacy.
2. Must be a full-time current student in the required field as advertised.
3. Must submit a Statement of Interest indicating if he/she will be a continuing student immediately upon the completion of internship. If this is not indicated your application will not be considered.
4. The student must be in good academic standing at his or her current educational institution and provide a certified transcript to verify it and must provide a written permission from the educational institution in which the student is enrolled.
5. If selected, the student must receive a security certification and a medical certification.

**HOW TO APPLY:**

Students interested in an intern position must submit the following to be eligible for consideration:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources;

2. A certified transcript verifying good academic standing at the student's educational institution;

3. Student's Statement of Interest that should include the student's objective s and motivations in seeking an internship and how his/her academic courses and other experiences relate to the advertised intern position. Please 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; and

4. Any other documentation (e.g., essays, certificates, awards; professor's recommendations and statements of student's achievements) that addresses the qualification requirements as listed above.

**Note: DO NOT enclose the original documents to your application, as they will not be returned.**
**Application language is English.**

**WHERE TO APPLY:** THE HUMAN RESOURCES OFFICE
AMERICAN EMBASSY BELGRADE
BULEVAR KNEZA ALEKSANDRA KARADJORDJEVIĆA 92
11000 BELGRADE

**POINT OF CONTACT:** Telephone: 706-4000, ext. 4266 or 706-4266
Fax: 706-4005
E-mail: belgradehro@state.gov

**CLOSING DATE FOR INTERN POSITION: April 13, 2017**
**ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

*Please note: Short listing and interviews are normally completed within six weeks of the closing date.*
*Please assume that your application has been unsuccessful if you have not heard from us within six*
*weeks of the closing date.*

The US Mission in Serbia is committed to fair and equitable treatment for all without regard to race, color, religion, sex, or national origin, age, disability or sexual orientation.