



U.S. Mission Praia, Cape Verde

Foreign National Student Internship Program

Internship Announcement Number: FNSIP 19/01

POSITION TITLE: Volunteer Intern

OFFICE/ LOCATION: Office of Security Cooperation

OPENING DATE: 02/01/2019

CLOSING DATE: 2/15/2019

DURATION: 6 months (March 2019 – August 2019 may be extended)

WORK HOURS: Full-Time; 40 hours/week (8 hours/day); Monday through Friday

The U.S. Mission in Praia is seeking eligible and qualified applicants for Foreign National Student Internship Program (FNSIP) in the **Office of Security Cooperation**.

NOTE: The program is **uncompensated** and any student participating in the program is **not** an employee of the U.S. mission, the U.S. Department of State, or the United States Government (USG). Consequently, there are no compensation attached to the internship, nor any future employment rights. The intern students will be retained under a Gratuitous Service Agreement.

BENEFITS: The purpose of the FNSIP is to offer foreign national students accepted into the program the unique opportunity of experiencing a foreign affairs work environment. The internship also provides students with an excellent opportunity to improve their English skills and develop event planning/program management abilities through active involvement in various programming activities.

BASIC FUNCTIONS OF POSITION:

As an assistant to the Security Cooperation Office, the intern will support the day-to-day management of office and administrative functions as follows:

1. Manage administrative functions within the Office of Security Cooperation: prepare memos, letters, reports, and diplomatic cables. Schedule appointments.
2. Support the International Military Education and Training (IMET) and other security cooperation programs. Assist with a variety of duties to include notification of host nation for future training programs and opportunities, solicitation of nominations, and processing students for training. Process passport copies and biographic information for Leahy vetting submissions.
4. Receive, prepare, and translate documents from English to Portuguese and Portuguese to English.
5. Help with the interpretation services as needed for visiting Department of Defense, U.S. military departments and U.S. AFRICOM teams.

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **Minimum Age:** Student must be at least 18 years old at the time of participation in the program.
2. **Citizenship/ Legal Residence:** The FNSIP is only open to students who are either citizens or permanent legal residents of the host country. For permanent legal residents, post must verify the citizenship or legal residency status and authorization to work, if work authorization is needed for participation in a student volunteer program.
3. **Education:** Volunteer must be a **Student*** (see Appendix for definition) with permission of the academic institution at which the student is enrolled, as part of an agency program established for the purpose of providing educational experience for the student.
4. **Transcript and Permission:** Applicants must be in good academic standing at their current educational institution and must provide a certificated transcript verifying this. Applicants must also provide written permission from the educational institution at which they are currently enrolled to participate in the FNSIP.
5. **Skills:** Must have good computer skills and must have the ability to follow instructions and be reliable in attendance and performance. Ability to use Microsoft Office products such as Word, Excel, Access and Power Point. Must have strong interpersonal relationship skills. Must be highly organized in order to track requirements for various simultaneous programs and events.
6. **Language:** English: Level III (Good Working Knowledge) writing/reading/speaking
Portuguese: Level IV (Fluent) writing/reading/speaking; Cabo Verdean Creole: Level IV (Fluent) speaking;
7. **Security and Medical Certifications:** Applicants must receive a successful security certification and medical certification from post prior to beginning the program.

Appendix:

***Student:** A Student is an individual who meets **all** of the following criteria:

- A. The student must be enrolled not less than half-time in a high school*, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution.
- B. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the agency 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: To be considered for the FNSIP, students must have graduated from high school or equivalent secondary school prior to beginning the program and must be at least 18 years old. Also, there is not a break

of service for purposes of this requirement if an individual is receiving academic credit for the internship, even if not otherwise taking classes.

HOW TO APPLY:

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

1. Completed Foreign National Student Internship Program Application form; (find the form on Praia US Embassy website)
2. Statement of interest
3. Gratuitous Service Agreement (find the form on Praia US Embassy website)
4. Official transcripts illustrating good academic standing;
5. Written permission from the educational institution; (find the form on Praia US Embassy website)
6. Copy of your ID or passport;
7. Recommendation Letters and Certificates (optional)

The forms and additional information are also available online at the U.S. Embassy's website:

WHERE TO APPLY:

All documents must be sent to the U.S. Embassy Human resources Office at PraiaHR2@state.gov

(Please note FNSIP 19/01 / "HR Internship Program" in the subject line of the email)

For further information on the program, please email the Embassy Human Resources Section at: PraiaHR2@State.gov

SELECTION PROCESS:

- Only shortlisted candidates will be contacted for the interview;
- Selected candidate must provide written permission from the educational institution and other additional documents;
- Selected candidate will be subject to mandatory medical and security clearances.

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission 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 affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.