

U.S. Embassy Budapest

is seeking 2 highly motivated students for a

# Local Internship program

(Unpaid internship)

# in the Human Resources Office in the Spring 2023

20 hours/week (variable hours) for 6 weeks

HR provides support for both Locally Employed Staff and U.S Direct Hires at the U.S. Embassy Budapest through Recruitment, Performance Management, Local Labor Law compliance, Employee Recognition, and Time and Attendance.

## Major duties and /or projects include the following

**Recruitment:**

* Complete research to collect information to support recruitment by using different websites.
* Assisting in drafting vacancy announcements, advertisements
* Assisting in interview scheduling and enrolment

**HR Administration:**

* Preparing different statistics/comparisons
* Assisting in drafting and translating documents
* Assisting in different fields of HR (payroll, performance evaluation, awards, occupational health, filing, digitalizing etc.)

## Skills and qualifications

* Advanced Hungarian and English (reading, writing, speaking)
* Office etiquette
* Basic MS Office knowledge (ability to draft e-mails and letters)

## How will this internship benefit the section and the intern

The internship program is a great opportunity for the interns to work in a professional environment together with Hungarian and U.S. colleagues. The intern will have an opportunity to master communication skills, to follow and learn the frequently changing laws, regulations and collect information and improve customer service skills. The intern can gain practical knowledge on the field of HR. The HR Office will benefit from the interns’ fresh academic knowledge, their creativity, and their computer skills.

## Certification

The HR section has the adequate workspace and equipment for the intern to perform the duties during the internship.

Please note, there are no benefits attached to this internship, no compensation nor any future employment rights.

## How to apply

Submit your application form (obtained from your university) along with your CV, Statement of Interest, and Certification of active student status to the Human Resources Office at the U.S. Embassy, Szabadság tér 12. 1054, Budapest or to budapestrecruitment@state.gov.

Closing date: December 18, 2022