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| **Flag Logo small.jpgAmerican Embassy Budapest** |
| is seeking a highly motivated student for a  |
| ***Local Internship******(unpaid internship)*** |
| **in the Facility Management (FM) Section in the Fall 2019** |

***- Duration:***

2 months (with possible extension),

20 hours    (3-4 hours per day or every 2nd day, variable hours

***- Major duties and/or projects, the scope of work and related duties:***

The intern will assist Facility Management Office in miscellaneous office work, will have an opportunity to master his/her communication skills, to follow and learn the frequently changing laws, regulations and collect information.

***- Skills/related studies required to perform the internship, including any special requirements/qualifications:***

Fluency in English and Hungarian, good communication skills, good interpersonal skills, and computer skills (world/excel, outlook).

***- 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 American colleagues. The intern will learn how Facility works/serves residences /offices such of repairs/schedules/preparation of make ready/housing / office environment - how US Government works/plans in this very field when Facility Management is tasked. The FM Section will benefit from the interns’ fresh academic knowledge, their creativity, as well as computer skills. Assisting /giving hand to  the Facility Management -  an intern will learn how Facility works/serves residences /offices such of repairs/schedules/preparation of make ready/housing/ office environment - how U.S. Government  works/plans  in this very field when Facility Management is tasked.

**Certification**: The Facility Management Section has the adequate workspace and equipment for the interns to perform the duties during the internship.

 ***TO APPLY:***

Please submit the following to the Human Resources Office, American Embassy, Szabadság tér 12. 1054, Budapest or to budapestrecruitment@state.gov:

* Application form (can be obtained from the Educational Institution),
* CV, and
* Certification of active student status.

***Closing date: May 20, 2019.***