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| **Flag Logo small.jpgAmerican Embassy Budapest** |
| is seeking a highly motivated student for a  |
| ***Local Internship******(unpaid internship)*** |
| **in the General Services Office in the Fall 2016** |

***- Duration:***

16 weeks (with possible extension), variable hours

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

- Assisting in the annual inventory of Embassy property.

- Assisting in the planning and execution of a relocation of a U.S. Government facility.

- Preparing statistics/comparisons/summaries regarding expendables and non-expendables inventory reports.

- Assisting in the restructuring and updating of GSO SharePoint site and common drive file archives.

- Assisting in preparation and design of standard operation process flow charts for the GSO Property section.

- Assisting in drafting and translating documents.

***- 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 have an opportunity to master his/her communication skills, to follow and learn the frequently changing policies and processes involved in asset management in a large Embassy, and learn about the logistical life cycle of real property from procurement to disposal. The GSO Office will benefit from the interns’ fresh academic knowledge, their creative approach and problem solving, and up-to-date computer skills.

**Certification**: The General Services Office has the adequate workspace and equipment for the intern to perform his or her duties during the internship.

***TO APPLY:*** *Please submit application form (can be obtained from the Educational Institution), CV and Statement of Interest and certification of active student status to Human Resources Office, American Embassy, Szabadság tér 12. 1054, Budapest or to* *budapestrecruitment@state.gov**.* ***Closing date: May 13, 2016.***