

Student Internship Program (SIP# 2019-03)

Position Description

Office/Organization: Public Affairs Section, U.S. Embassy, Kathmandu

Job Description:

- Provides general support and assistance in assistance with community, social media outreach and event planning.
- Attends briefings and debriefings for exchange participants and helps to coordinate youth and alumni events.
- Provides assistance in managing regular programming at American Spaces and Innovation Hub (iHub).
- Performs administrative duties as needed.

Job Qualifications:

- Completion of Higher Secondary school is required.
- English Language proficiency at least Level-III (Good Working Knowledge) is required. Strong writing skills is required.
- Basic computer skills such as MS Word, MS Excel and MS PowerPoint are required.

Number of required hours: 15-20 hours per week

Performance Period: 3 months

Paid/unpaid: Unpaid

Interested students must submit an application with a statement of interest and must provide written permission from the university **no later than September 4, 2019**.

For additional information, contact recruitkmintern@state.gov, Human Resources Office, U.S. Embassy, Kathmandu.