

## **Student Internship Program (SIP# 2019-04)**

### **Position Description**

**Office/Organization:** Political & Economic Section (Pol/Econ), U.S. Embassy,  
Kathmandu

#### **Job Description:**

- Assists Pol/Econ Section to collect morning paper clippings on political and other related news.
- Performs research on major stories related to political section.
- Provides assistance in scheduling meetings and events.
- Helps to rearrange Pol/Econ folder with guidance from Political Officer and Political Specialist
- Supports with various daily administrative tasks as assigned

#### **Job Qualifications:**

- Completion of Higher Secondary school is required.
- English Language proficiency at least Level-III (Good Working Knowledge) is required.
- Basic computer skills such as MS Word, MS Excel and MS PowerPoint are required.
- Basic knowledge of working with government offices will be an advantage.

**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](mailto:recruitkmintern@state.gov), Human Resources Office, U.S. Embassy, Kathmandu.