

The Embassy of the United States of America in Amman is seeking applications from qualified students to participate in the Foreign National Student Intern Program (FNSIP) for the year 2023.

Applications must be in accordance with all requirements in this announcement. Incomplete or inaccurate applications will not be considered and disqualified. Submissions must contain all the required documents as listed in this announcement.

### **Program Description**

The purpose of the Foreign National Student Intern Program (FNSIP) is to offer local students an opportunity to gain experience in various areas of foreign policy and management while accomplishing the U.S. Mission goals through their contribution.

The internship does not offer compensation or future employment rights. Any student participating in the FNSIP is not an employee of the U.S. Mission in Jordan, or the U.S. Department of State, or the United States Government (USG). Students' participation is not creditable for leave accruals or any other employment benefits.

### **Program Duration**

The 2023 Summer FNSIP will be from June until September 2023, the duration of each internship depends on the nature of assignment and will vary from three to twelve weeks with daily commitment hours of four to eight hours.

### **Students Eligibility**

Students must meet all the following criteria:

- Must be at least 18 years of age at the time of participation in the FNSIP.
- Must be a citizen or permanent legal resident of Jordan.
- Must be a student in a local education institution and meet the definition of a student. Students who are eligible to participate in the FNSIP are defined as follows:  
"Student is an individual who is enrolled not less than half-time in a high school\*, trade school, technical or vocational institute, junior college, college, university or their accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between educational years if the interim is not more than 5 months and if such individual shows a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the educational semester (or other period into which the educational year is divided) immediately after the interim." **\*NOTE:** To be considered for the FNSIP, students must have graduated from high school or equivalent secondary school prior to beginning the program and must be at least 18 years old. If an individual is receiving academic credit for the internship; even if not taking classes, there is not a break of service for purposes of this requirement.

Selection of eligible students is contingent upon receiving the needed security clearance certification by the U.S. Embassy.

### **Equal Opportunity**

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment/selection to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

### **Internship Positions and Description**

#### **General Services Office (GSO) Intern Position**

10 Weeks | 7 hours daily commitment | Sunday through Thursday (8:30a.m. – 3:30p.m.)

The intern will be engaged in daily training assignments that involve performing duties and tasks as following:

1. The GSO Housing intern will learn about the administration and management of the Embassy Housing Section which is the primary focal point for all action on residential and functional properties used by U.S. Embassy Amman. The intern will work together with a team of skilled real estate and management professionals and gain insight on leasing operations as well as maintenance and repair functions for a portfolio comprised of hundreds of properties with an annual rental value of several million USD
2. The intern will perform data entry, filing and other office management tasks. He or she will spend the majority of their time in the GSO office of the Embassy, answering phone calls, monitoring internal and external requests, receiving inquiries, routing paperwork for signature and review, and reconciling invoices/bills. He/She may be tasked to help prepare slide show

presentations for use by the GSO housing section. The intern may help create, prepare and distribute housing information including packages that contain maps, floor plans and photographs

3. The intern may help with clerical tasks related to Post's utilities program, ensuring a continuous and efficient service supply including initiation and termination of services. Examples include reviewing utilities bills for discrepancies, maintaining utilities cost databases and producing reports on utilities consumption. The intern will be supervised by the Housing Supervisor and may shadow housing employees in various roles.

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### **Regional Medical Office (RMO) Intern Position**

4 Weeks | 7.5 hours daily commitment | Sunday through Thursday (9:00a.m. – 4:30p.m.)

The intern will be engaged in daily training assignments that involve performing duties and tasks as following:

Clerical and Administrative in-office tasks to support business operations and clinical staff which will give the intern a unique opportunity to gain practical knowledge and work skills in real-life clinical operations setting throughout the internship period. Such in-office tasks include data entry, copying, scanning, sending emails, filing, organizing charts, labeling, and creating and managing clinical/non-clinical databases. No Clinical duties will be assigned.

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### **Information Resource Management Office (IRM) Intern Position**

7 Weeks | 4 hours daily commitment | Sunday through Thursday (09:00a.m. - 01:00p.m.)

The intern will be engaged in daily training assignments that involve performing duties and tasks as following:

1. Interns will join the Customer Service team where they can learn and assist in
  - A. mobile devices enrollment, configuration and support.
  - B. Active directory operations and domain networks accounts
  - C. Basic customer service skills and troubleshooting
2. A/V administration
  - A. Basic audio setups, including audio mixers, speakers and microphones.
  - B. Troubleshooting the system RF TV channels broadcasting
  - C. Support the Audio/Video conferencing tools and applications, support events and meetings, assist users in operating the A/V systems in the conference rooms
3. Administrative support
  - A. Learn all about the financial obligations, budgeting, procurement and receiving equipment into the inventory system
  - B. Interns will learn more about communication with customers through emails, or Myservices tickets
  - C. Managing the IT service provider MyService work orders distribution and assignment for all ISC staff, how to prioritize and time management
4. Desktop management
  - A. Interns will assist in workstations operating systems upgrade, operating systems patching and software updates in a domain network.
  - B. Interns can learn more about virtual Servers management and virtual machines management
  - C. Maintain operating systems Images and using the imaging server for mass deployment
5. Network management
  - A. Installing network infrastructure components including cabling, faceplates and termination
  - B. Managing Network switches, routers and firewalls including, VLANs, firewall rules, uplinks, redundancy, configuration and troubleshooting
  - C. Managing WIFI networks, coverage, configuration, troubleshooting and planning
6. Applications development
  - A. Systems analysis; how to build new system and how to work with customers
  - B. Cloud programming: how to build new applications based on hosted cloud platforms

7. Telecom management
  - A. Managing the telephone system operation and programming and installing Desks IP Phones
  - B. Manage the radio system to include configuring handheld radios

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### **Human Resources Office (HRO) Intern Position**

3 Weeks | 6 hours daily commitment | Sunday through Thursday (9:00a.m. – 3:00p.m.)

The intern will be engaged in daily training assignments that involve performing duties and tasks as following:

1. Updating records with new employee information such as contact details and employment forms
2. Gathering Time and Attendance data like working hours, leaves, and time sheets
3. Assisting with the recruitment process (assisting with reviewing position descriptions, assisting with reviewing vacancies, assisting with screening applications, assisting with arranging for pre-employment testing and interviews, onboarding process)
4. Prepare HR-related reports as needed
5. Administrative and clerical duties such as but not limited to printing, scanning, filing hard copy and electronic files, taking and scheduling appointments, greet visitors and direct them to the appropriate person based on their need Prepare responses to employee inquiries regarding HR policies, employee benefits, and other HR-related matters.

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### **Financial Management Office (FMO) Intern Position**

10 Weeks | 8.5 hours daily commitment | Sunday through Thursday (08:00a.m. - 04:30p.m.)

The intern will be engaged in daily training assignments that involve performing duties and tasks as following:

1. Processing Awards for LE Staff
2. Processing social security payment, enrolling and (I will be doing the calculation, adding new employees under the social security removing departed employees)
3. Provident Fund Loan Deduction Cables
4. Allotment of Pay cables
5. Salary Transfer Letters (per employee's requests)
6. Provident Fund enrollment letters to the bank and then processing the PF cables
7. Social security enrollment cables
8. Preparing provident fund final payment letters
9. DH/FMA/seasonal hires payroll packages
10. Assisting with the leave reports and tracking negative leaves and sending emails

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### **Political Office (POL) Intern Position**

8 Weeks | 8.5 hours daily commitment | Sunday through Thursday (08:00a.m. - 04:30p.m.)

INL seeks an intern who would be able to utilize publicly available information, and well as information gathered from meetings, to assemble background information on Jordan's criminal justice sector. Specifically, the intern would:

1. Map out the organizational structure of the Jordanian Public Security Directorate (PSD), including the tasks and responsibilities of all directorates and departments as well as assembling biographies of senior (PSD) leaders and then draft a report/cable on the PSD
2. Map out the entities comprising the Kingdom's entire judicial sector focusing on detailing the tasks, responsibilities, and structures of those entities, and then draft a report/cable

3. Conduct research on various topics, including domestic political reforms and regional political dynamics, and write short reports about such topics
4. Deliver verbal briefings about various political subjects.

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### **Management Office (MGT) Intern Position**

12 Weeks | 5-8 hours daily commitment | Sunday through Thursday (08:00a.m. - 04:30p.m.)

The Intern may be involved in the following training opportunities: updating the sharepoint site, answering the phone, filing, scanning, managing the duty officer roster, research, supporting visits, correspondence, information systems, administrative issues, budget and fiscal issues, human resources issues, etc.

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### **Public Affairs Section (PAS)**

#### **Emerging Voices | Exchanges and Education Intern Position**

8 Weeks | 6 hours daily commitment | 2-3 Days weekly (09:00a.m. - 03:00p.m.)

The intern will be expected to provide administrative and outreach support to the Emerging Voices team in addition to the Education and Exchanges team. The selected candidate will be expected to assist in the work and/or support the following projects:

1. Assist with drafting, editing, and translating social media posts to ensure maximum and timely amplification of programs
2. Support the development of new programs for Emerging Voices audiences, including programming at American Spaces
3. Conduct audience research and analysis on Embassy priority audiences, support stakeholder mapping to include networks and communities that support Embassy priorities, and identify communication networks and platforms to engage EV audiences
4. Prepare background information for presentations, including verbal and visual communication of concepts using applications such as Microsoft Excel and PowerPoint
5. Provide administrative support for day-to-day operations, including setting up meetings, taking and distributing notes, and providing logistical support to Public Engagement team's programs and activities
6. Assist with drafting, editing, and translating social media posts to ensure maximum and timely amplification of programs and EducationUSA outreach throughout Jordan
7. Draft automated responses for the EducationUSA social media pages, and answer basic questions posted on the page
8. Update general EducationUSA FAQ responses based on questions received from the public
9. Create a database for all EducationUSA contacts, including Jordanian Universities, U.S. Universities, students, alumni...etc
10. Monitor the inventory for all EducationUSA promotional materials
11. Provide administrative support for day-to-day operations, including setting up meetings, taking and distributing notes, and providing logistical support to Exchanges and Education team

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### **Public Affairs Section (PAS)**

#### **Strategic Communications Intern Position**

8 Weeks | 6 hours daily commitment | 3 Days weekly (09:00a.m. - 03:00p.m.)

Knowledge in data visualization, graphic design, with Adobe and PowerBi is a plus.

The intern will be expected to provide administrative and outreach support for the Cross Cutting Team, which includes:

1. Updating visuals to polling data
2. Creating visuals on ad-hoc basis for mission critical tasks
3. Help in monitoring new polls and summarize them

4. Helping with coordinating embassy events and send out invitations
5. Help with creating MotorPool requests and print out materials as necessary
6. Taking notes, meeting minutes, and media summaries

### **Required Documents**

All documents must be valid, in PDF format and in English (where applicable).

- Filled and complete application form. [Click here to download the application form](#)
- A statement of interest in English written by the student. Document must be in English Language and in PDF Format. [Click here to download the statement of interest form](#)
- Official transcripts (original or attested) from the current educational institute as proof of good academic standing dated no more than 30 calendar days prior to the date of submitting this application. Original official transcript will be required if student is selected
- Written permission addressed to the U.S. Embassy from the educational institution to participate in the 2023 Summer FNSIP. Original letter will be required if student is selected
- Copy of an official valid ID card or passport as proof citizenship
- Proof of residency for permanent legal resident students

### **How To Apply**

- All required documents must be sent via email to [AmmanInternship@state.gov](mailto:AmmanInternship@state.gov)
- **Email subject must be in English and in the following format "Position | First Name, Last Name"**
- **The deadline for receiving application will be January 14, 2023.**

Questions are to be addressed in English via email to [AmmanInternship@state.gov](mailto:AmmanInternship@state.gov)