



U.S. Embassy Kigali Student Internship Vacancy Announcement

Open To:	All interested students for internship
Location:	U.S. Embassy, Kigali
Opening Date:	October 12, 2022
Closing Date:	October 21, 2022
Work Hours:	10–30 hours per week
Internship Start date - end date:	January – May

The Embassy of the United States of America in Kigali is happy to announce its local internship program designed to provide Rwandan students with a unique opportunity to work at the U.S. Embassy Kigali.

The U.S. Embassy would like to highlight that this internship program is an unpaid program; as such, there are no financial benefits attached and no compensation. Additionally, no future employment guarantees, or privileges will arise from an intern's participation in this program. Please see below open internship vacancies.

Internship Opportunity Information:

1. GENERAL SERVICES OFFICE DIGITAL PROJECTS INTERN

Description of duties: The intern will be tasked with creating an inventory of loanable property items for the warehouse team to publicize the items available to the embassy community. This will include setting up and photographing loanable property, counting items, and compiling all information in a PDF document for publishing. The intern will also be responsible for taking photos and video of embassy residences. The intern may be asked to create video montages with their photos or may be tasked with creating PDF documents containing pictures and information about U.S. government housing.

Skills required: Video production and digital editing and picture taking/editing experience, along with digital document creation

Language level required: Fluency in English and good working knowledge of Kinyarwanda

2. HUMAN RESOURCES INTERN

Description of duties: The intern will be responsible for helping Human Resources in filing and maintaining electronic and hard copies of Locally Employed Staff personnel records as well as creating new personnel files for new hires. The intern will work with HR Assistants to update the monthly evaluation performance reports calendar and ensure performance reports and work development plans are submitted to HR on time. Finally, the intern will review time and attendance reports prior to submission to payroll center.

Skills required: Administration, Social Sciences, and other related fields.

Language level required: Good working knowledge of English and Kinyarwanda

3. **MANAGEMENT ASSISTANT INTERN**

Description of duties: The intern will provide support to the Management Assistant. The intern will need to be flexible with work responsibilities including meeting organization, event planning and execution, and researching local resources and contacts. S/he may be asked to call local contacts in Kinyarwanda and help to build bilingual Embassy resources to increase local staff engagement with Embassy initiatives. The intern would be seated on the Green Team, Wellness Committee, and DEIA Council and be responsible for researching and executing projects proposed by the team or committee with oversight from an American Management Assistant. The intern will be asked to help promote initiatives and build community support. The intern may help design and implement new bilingual training platforms for annual and required trainings for GSO and FAC staff in Kinyarwanda and English. This project will be primarily led and designed by the Management Assistant team.

Skills required: Business Communication, Business Administration, General Administration, or Logistics. Strong Proficiency in Microsoft Office; Graphic Design Skills useful.

Language level required: Fluency in English and good working knowledge of Kinyarwanda

4. **ELECTRICAL ENGINEERING INTERN**

Description of duties: The intern will participate in hands-on installation and repairs of the electrical power and lighting system, control circuitry, and other building electrical systems. Work includes, but is not limited to, emergency generator controls, HVAC power and controls, mechanical pump power and controls, fire alarm system controls and devices, panel boards, UPS system, automatic transfer switches, relay controls, programmable control systems for switchgear, medium voltage transformers, motor control centers, convenience outlet power circuits, lighting

fixtures and lighting control circuits. The intern will ensure that all assigned repairs are accomplished promptly using the manufacturers recommended repair or replacement parts and meet International Building Code standards/requirements for installation methods and serviceability.

Finally, the intern will participate in preventive maintenance on Embassy electrical systems.

Skills required: Electrical educational background.

Language level required: Basic knowledge of English and fluency in Kinyarwanda

5. HVAC TECHNICIAN INTERN

Description of duties: The intern will participate in hands-on installation and repairs to the HVAC and other building mechanical systems including, but not limited to, chillers, large central air handling units, packaged A/C units, filtration cabinets and compartments, fan coil units, variable air volume (VAV) units, supply and return HVAC ductwork, fresh air intake systems, evaporator coils, reheat coils, condensing units, humidifiers, manual and motorized valves, chilled water piping, circulation pumps, condensate pumps, damper motors, gravity and motorized dampers, variable frequency drive (VFD), and HVAC water treatment systems.

Finally, the intern will participate in preventive maintenance on Embassy HVAC systems.

Skills required: Mechanical ventilation (HVAC) educational background.

Language level required: Basic knowledge of English and fluency in Kinyarwanda

6. AMERICAN CENTER INTERN

Description of duties: The intern will be responsible for helping staff the customer service desk, registering new library members, and responding to reference questions.

S/he will also be responsible for planning and conducting focused programs in the American Center.

Skills required: Any educational background can work. Preferably Social Science, Communication, Languages, Library Science.

Language level required: Fluency in English

7. USAID RWANDAN EDUCATION OFFICE INTERN

Description of duties: The USAID Rwanda Education Office intern will support key education team tasks, including knowledge management and file organization, media and communications, logistics, and attendance at field site visits. During the internship period, the intern will assist with occasional notetaking and ensure that the Education Office's communications materials (i.e., presentations, fact sheets, and portfolio briefs) are up to date. The intern will also assist in producing written and visual stories for social media, often following field visits to areas of activity implementation. Finally, the intern will assist the Education Office in maintaining files of key work products.

Skills required: Education or Communications related background

Language level required: Fluency in English

Internship Eligibility:

- At least 18 years old at the start of participation in the program.
- A citizen or permanent legal resident of Rwanda.
- Meet the definition of a student as defined in [5 CFR § 308.101](#): “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 other accredited educational institution.”

- Student applicants are subject to personnel security investigations and be able to obtain a public trust security clearance level.

Program Requirements:

1. The official internship program period runs from January through May 31, 2023.
2. Applicants must be available to work a minimum of ten (10) consecutive weeks during the internship period.

Application Procedure:

1. Submit an online application: [U.S. Embassy Kigali Foreign Service National Internship Program Application](#)
2. Applications must include an official transcript illustrating good academic standing.
3. Proof of enrollment from an educational institution.
4. Any additional documentation (CV, references, letter of recommendation, etc.)

Please contact the Human Resources Office at Kigalihrrrecruitment@state.gov with any questions.

CLOSING DATE FOR APPLICATIONS IS OCTOBER 21, 2022 AT 11:59PM