

Foreign National Student Intern Program (FNSIP) Summer of 2024

The Embassy of the United States of America in Amman is seeking applications from qualified local students to participate in the Foreign National Student Intern Program (FNSIP) for the year 2024. The internship will be at the U.S. Embassy in Amman, and it is an unpaid internship.

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 USAID 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 2024 Summer FNSIP will be from June until September 2024, the duration of each internship depends on the nature of assignment and will vary from four 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 educational 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 in Amman.

Equal Opportunity

The U.S. Mission provides equal opportunity and fair and equitable treatment in 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

Management Office (MGT) Intern Position

12 Weeks | 5 - 8 hours daily commitment | Sunday through Thursday (08:00 - 16:30)

The intern will be engaged in daily training opportunities through assignments that involve performing duties and tasks such as: 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.

Selected intern/s might be assigned other and/or additional duties as business necessities impose.

Diplomatic Technology Office (DTO)
Information Technology and Network Support Intern Position

7 Weeks | 4 hours daily commitment | Sunday through Thursday (09:00 - 013:00)

The intern will be engaged in daily training opportunities within the Diplomatic Technology office through assignments that involve performing Information Technology duties and tasks in different units as following:

Customer Service team where they can learn and assist in:

- mobile devices enrollment, configuration and support.
- Active directory operations and domain network accounts.
- Basic customer service skills and troubleshooting.

A/V Administration

- Basic audio setups, including audio mixers, speakers and microphones.
- Troubleshooting the Embassy's analog and IPTV Television systems.
- Support Audio/Video conferencing tools and applications, support events and meetings, assist users in operating the A/V systems in the conference rooms.

Administrative Support

- Learn all about financial obligations, budgeting, procurement and receiving equipment into the inventory system.
- Interns will learn more about communication with customers through emails, or trouble ticket management systems.
- Managing the distribution and assignment of IT service provider work orders, how to prioritize and time management.

Desktop Management

- Interns will assist upgrading workstation operating systems, patching operating systems and performing software updates in a domain network.
- Interns can learn more about management of virtual Servers and virtual machines.
- Maintain operating system images and using the imaging server for mass deployment.

Network Management

- Installing network infrastructure components including cabling, faceplates and termination.
- Managing network switches, routers and firewalls including, VLANs, firewall rules, uplinks, redundancy, configuration and troubleshooting.
- Managing WiFi networks, coverage, configuration, troubleshooting and planning.

Applications Development

- Systems analysis: how to build new system and how to work with customers.
- Cloud programming: how to build new applications based on hosted cloud platforms.

Selected intern/s might be assigned other and/or additional duties as business necessities impose.

Diplomatic Technology Office (DTO)

Switchboard Intern Position

8 Weeks | 4 hours daily commitment | Sunday through Thursday (08:00 - 13:00)

After a period of training, the intern will be responsible for operating a console-type telephone switchboard to receive, screen, forward and place telephone calls for the Embassy. S/he provides basic, non-sensitive information to callers, listens to customer requests and connects the caller with the appropriate office. The intern may also handle emergency calls. Additional duties might be assigned to include updating the Embassy's phone directory, providing fax services, and checking the status of international telephone dialing services. The intern will be assigned to an office which is cordoned off from the rest of the Embassy and reports directly to the Telephone Operator supervisor.

Selected intern/s might be assigned other and/or additional duties as business necessities impose.

Office of International Narcotics and Law Enforcement Affairs (INL) Intern Position

8 Weeks | 8 hours daily commitment | Sunday through Thursday (8:00 – 16:30)

The office of International Narcotics and Law Enforcement Affairs (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 law enforcement, judicial, and corrections sectors. Specifically, the intern would:

- Map out the organizational structure of each of those sectors to include the tasks and responsibilities of relevant ministries, agencies, and other institutions, as well as assembling biographies of key leaders in those sectors.
- Map out the different agencies involved in the Kingdom's counterdrug efforts, highlighting each agencies' tasks, responsibilities, and structures.
- In consultation with others in the INL Office, capture office procedures into SOPs (Standard Operating Procedures).
- As directed, gather and enter data on various criminal justice themes for later analysis.
- As directed, conduct research on criminal justice related topics and write short reports or prepare verbal briefings on those topics.

Selected intern/s might be assigned other and/or additional duties as business necessities impose.

U.S. Agency for International Development (USAID) Financial Management Office (FMO) Intern Position

6 Weeks | 4 - 8 hours daily commitment | Sunday through Thursday (8:00 – 16:30)

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

Financial Analysis

- Assist with conducting pre-award surveys, financial reviews and assessments of current and potential partners in accordance with the annual FMO plan. Follow up on risk mitigation plans to ensure implementation of recommendations.
- Assist with Recipient Contracted Audits and document follow-up actions as

assigned.

- Perform analyses to support incremental funding actions, award modifications and other actions as assigned.
- Participate in cost share and indirect cost rate reviews to determine implementing partner compliance with terms and conditions of USAID agreements.

Accounting

- Support the development of estimates, obligation and disbursement by validating financial data for accuracy and completeness.
- Support the monitoring and execution of the USAID/Jordan OE budget; generate and analyze Phoenix viewer reports for management review and decision making.
- Perform detailed review of ICASS static and cumulative workload counts for accuracy.
- Assist with accounting records management in ASIST.

Administrative and Secretarial Support

Assist the FMO Administrative Assistant in providing a wide range of administrative and secretarial support including typing letters and memoranda, scheduling and coordinating meetings, escorting visitors into and out of the Embassy compound, ordering office stationery and supplies, and routing documents for funding and clearance action.

Selected intern/s might be assigned other and/or additional duties as business necessities impose.

U.S. Agency for International Development (USAID)
Democracy, Human Rights, and Governance Office (DRG) Gender Intern Position
4 - 12 Weeks | 20 hours weekly commitment |
Sunday through Thursday (between 8:00 – 16:30)

The Gender intern will support the multi-sector gender team in terms of research, collating and developing brief communications materials, and attending events and site visits. The intern will provide research on issues related to the gender portfolio, which may include, but not be limited to women's labor force participation, political participation, and civic participation, in addition to gender-based violence, legislative

reforms, stakeholder engagement. Based on this research, the intern might undertake relevant analysis and reporting.

The intern will also help in collating information and success stories related to USAID's gender work and developing success stories, brief communications materials and/or concept notes for gender-related events. In addition, the intern will attend, in-person or virtually, events related to the Gender portfolio and report back to the team. The intern will work under the supervision of the Senior Gender Advisor and will coordinate with the USAID Gender focal points in each technical office in addition to participating in the Gender Community of Practice, the USAID Gender Working Group, and the Interagency Gender Working Group.

Selected intern/s might be assigned other and/or additional duties as business necessities impose.

U.S. Agency for International Development (USAID)
Democracy, Human Rights, and Governance Office (DRG) Intern Position
4 - 12 Weeks | 20 hours weekly commitment |
Sunday through Thursday (between 8:00 – 16:30)

The DRG intern will support the office in terms of research, attending events and site visits. The intern will provide research on issues related to the DRG portfolio, which may include, but not be limited to corruption, civil society, digital and social media, municipal governance, public sector reform, the justice sector, political processes, elections. Based on this research, the intern might undertake relevant analysis and reporting. In addition, the intern will attend, in-person or virtually, events related to the DRG portfolio and report back to the team.

The intern will support project managers in use of the Mission's new standardized site visit reporting checklist while conducting activity monitoring and evaluating by helping to fill out this checklist while attending meetings with partners, undertaking data quality audits, and going on site visits and working with Knowledge Management team members to share findings. The intern will be assigned other duties as necessary.

Selected intern/s might be assigned other and/or additional duties as business necessities impose.

Regional Medical Office (RMO) | Health Unit Intern position

12 Weeks | 4-8 hours daily commitment | Sunday through Thursday (08:00 - 016:30)

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.

Selected intern/s might be assigned other and/or additional duties as business necessities impose.

Political Office (POL) Intern positions

12 weeks (June to August) and (August to October) | 5-8 hours daily commitment | Sunday through Thursday (08:00 - 016:30)

Internship duties may include:

- Conduct research by reviewing government sources, media and civil society publications to inform congressionally-mandated reports on human rights, trafficking in persons, and international religious freedom.
- Track and summarize parliamentary legislations and debates relevant to U.S. foreign policy.
- Translate key documents (from Arabic to English and English to Arabic) including news articles, diplomatic notes, and other correspondence.
- Take notes at public events and debates organized by political parties and the Independent Elections Commission.
- Collect data and design infographics on key topics, in consultation with Political Officers.

- Support logistical preparations for Embassy events and visits of U.S. officials.
- Create a digital archive of important milestones in U.S.-Jordan relations, to include historical documents, photos, press releases, fact sheets, etc.
- Monitor and report on social media trends in Jordan.

Selected intern/s might be assigned other and/or additional duties as business necessities impose.

Public Affairs Section (PAS) Intern position

8 Weeks | 8 hours daily commitment | Sunday through Thursday (08:00 - 016:30)

The intern in PAS will be expected to work on and/or support the following projects:

Cultural/Educational Programming and Alumni Outreach:

- Conduct outreach to alumni to update the PAS database and enhance communication between the Embassy and the alumni community;
- Assist with American Spaces programming, particularly for youth and opinion leaders, and support ongoing analysis research of Embassy priority audiences, networks, and communities;
- Develop and collate a “great book of majors” or similar materials to promote higher education exchange with participants of RAWABIT (U.S.-Jordan higher education partnership network);
- Assist with 75th anniversary projects that highlight U.S. government investment in cultural heritage, impact of U.S. education on Jordanian citizens, American contributions to Jordanian culture, and similar.

Press/Digital Media:

- Identify, maintain and expand the PAS list of social media influencers;
- Draft and edit social media posts (and translate in Arabic) to ensure maximum and timely amplification of programs.

English Language Outreach:

- Help support 75th anniversary English language outreach activities, such as soliciting 75 short stories from Access students and alumni for eventual publication.
- Speak to English language classes attended by Jordanian youth on topics related to U.S. culture.

PAS Operational Duties:

- Provide administrative support for day-to-day operations, including setting up meetings, taking and distributing notes, escorting guests visiting the Embassy, providing input to weekly vignette reporting, and offering logistical support to PAS team programs and activities Public Engagement team's programs and activities.

Selected intern/s might be assigned other and/or additional duties as business necessities impose.

Human Resources Office (HRO) Intern position

4 Weeks | 6 hours daily commitment | Sunday through Thursday (09:00 – 16:00)

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

- Updating records with new employee information such as contact details and employment forms.
- Gathering Time and Attendance data like working hours, leaves, and time sheets.
- 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).
- Prepare HR-related reports as needed.
- 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.

Selected intern/s might be assigned other and/or additional duties as business necessities impose.

General Services Office (GSO) Intern Position

6 Weeks | 6 hours daily commitment | Sunday through Thursday (9:00 – 15:00)

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

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 create a catalogue for every residence and arranging all the data in one location in addition to 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.

Selected intern/s might be assigned other and/or additional duties as business necessities impose.

Required Documents

The below documents must be uploaded onto the online application. All documents must be valid, in PDF format and in English (where applicable).

- 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 submittal. Original official transcript will be required if the student is selected.
- Written permission addressed to the U.S. Embassy from the educational institution to participate in the 2024 Summer FNSIP. Original letter will be required if student is selected.
- Copy of an official valid ID card or passport.
- Proof of residency for permanent legal resident non-Jordanian students.

How to apply:

- Complete and submit the [online application form](#) and statement of interest by visiting this [link](#).
- Make sure you upload all required documents to the online application. Applications with missing documents will be disqualified.
- **The deadline for receiving application will be January 15, 2024.**

Questions and inquiries are to be addressed in English via email to AmmanInternship@state.gov. This email address is for inquiries only and does not for receive applications.

Apply Here

<https://forms.gle/sjkME17aUmUxgLCNA>