

The Embassy of the United States of America in Pakistan 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 FNSIP is to offer foreign national students accepted into the program the unique opportunity of experiencing a foreign affairs work environment and ensure provision of an educational experience to the student. **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 Pakistan, or the U.S. Department of State, or the United States Government (USG). Students' participation is not creditable for any employment benefits.

Program Duration

The 2023 Summer FNSIP will begin May 17, 2023, and end September 3, 2023, the duration of each internship depends on the nature of assignment and will vary from six to eight weeks with daily commitment hours of four to eight hours.

Eligibility Criteria

To be eligible for the FNSIP, students must meet ALL the following criteria:

- **Minimum Age:** Applicants must be at least 18 years old at the time of participation in the program.
- **Citizenship/Legal Residence:** Applicants must be a citizen or permanent legal resident of Pakistan. Students who are permanent legal residents of Pakistan, must provide proof of citizenship or legal residency status and if required by Pakistan law, proof of authorization to work.
- **Meet Definition of Student:** Applicants 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 follow: "A 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 school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the employer that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school 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. Also, there is not a break of service for purposes of this requirement if an individual is receiving academic credit for the internship, even if not otherwise taking classes.
- **Transcript and Permission:** Applicants must be in good academic standing at their current educational institution and must provide a certified transcript verifying this. Applicants must also provide written permission from their educational institution at which they are currently enrolled to participate in the FNSIP.
- **Security Certification:** Applicants **MUST** receive a successful security certification from the U.S. Embassy prior to beginning the program.

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.

Unpaid - Internship Positions and Descriptions

Economic (ECON) Office Intern Position

8 Weeks | Full time (40 hours per week) | Location – Islamabad

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

1. Intern would be assigned a mixture of daily tasks and project-specific assignments. Daily tasks would be similar to those completed by ECON Locally Employed (LE) Staff, such as compiling the daily economic press articles related to the various ECON portfolios and tracking ECON-related events in Pakistan.
2. Project-specific assignments would be focused on a specific portfolio need and include oversight and partnership with at least one ECON Officer, as well as close coordination with the appropriate LE Staff for the portfolio.
3. An intern may also be called upon to assist with logistic support for visitors.

Knowledge, skills, and abilities required for intern:

Must have macro and microeconomics coursework. Well-developed computer skills, including basic understanding of MS Office Suite. Ability to conduct computer-based research. Excellent verbal and written communication skills in English.

Public Diplomacy Office (Cultural Affairs/Public Engagement) Intern Position

8 Weeks | Part time (24 hours per week) | Location – Islamabad

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

1. Intern will prepare and assist cultural assistants in Exchange presentations. Additionally, identify universities within the Mission consular district to do outreach.
2. Strategize creative ways to promote our exchange opportunities to recruit a diverse group of applicants.
3. Collaborate with our social media team to write blurbs and create videos on the impact of exchanges on alumni.
4. Create spreadsheets tracking the number of exchange participants per year, their names, locations, universities, and the program funding source. Organize and attend pre-departure orientations, reentry seminars, and alumni conferences/events.
5. Provide input and ideas on PD programming that would be impactful and effective in Pakistan during our strategic planning process.

Knowledge, skills, and abilities required for intern:

Knowledge of social media platforms such as Instagram, Facebook, and YouTube. Some knowledge of exchange programs. Interpersonal skills and must be able to effectively use Microsoft word and excel. Must have public speaking and organizational skills. Interest in U.S. Educational opportunities and U.S. Culture. Excellent verbal and written communication skills in English.

Public Diplomacy Office (Press and Media Team) Intern Position

8 Weeks | Full time (40 hours per week) | Location – Islamabad

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

1. Intern would be directly managed by press team locally employed staff and fall under the responsibility of the Deputy Spokesperson.
2. intern would be responsible for organizing outdated filing systems for press and social media operations.
3. Intern would help draft basic press reporting products and internal memoranda.

Knowledge, skills, and abilities required for intern:

High level facility with Microsoft suite of software. Good verbal and written communication skills in English.

International Narcotics Law Enforcement Office Intern Position

8 Weeks | Full time (40 hours per week) | Location – Islamabad

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

1. Updating the police team contact list. Filing correspondence from law enforcement agencies in relevant hard and soft folders
2. Organizing digitized documents on Share Point. Update police program's Power Point presentation
3. Exploring new and creative interventions to advance law and order in Pakistan via conversations with new potential partners to expand INL's implementing organization options.
4. Explore possibilities for INL interventions and environmentally friendly construction options in alignment with the Ambassador's Green Alliance
5. Provide logistic support for events and meetings and support for trips.
6. Draft briefing checklists for INL leadership meetings and draft correspondence letters to law enforcement partners for review.

Knowledge, skills, and abilities required for intern:

Intern must have an expertise in Microsoft Office, especially MS Excel and MS Power Point, good organizing skills and the ability to think out of the box. S/he should work well with people from diverse backgrounds. S/he should be a quick learner, proactive and team oriented. Must be creative and possess a positive attitude towards work. Good verbal and written communication skills in English.

Human Resources Office (HRO) Position

8 Weeks | Full time (40 hours per week) | Location – Islamabad

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

1. Assisting the Human Resources Recruitment Team in administrative management of various recruitment functions such as scheduling interviews and skills assessment tests, to include the English Proficiency Tests (EPT) and other job-related skills test as required.
2. Assists recruitment with arranging pre-employment security and medical clearance requests for newly hired employees. Assist with record keeping, filing, and implementation of the onboarding process for newly hired employees.
3. Provide administrative and logistical support to members of the HR Recruitment Team. Participate in recruitment processes to ensure HR finds the best qualified talent and fill vacancies throughout the Embassy.

Knowledge, skills, and abilities required for intern:

Must have excellent computer skills (MS Office, Word, Excel and Access), ability to work in a high-pressured environment, ability to quickly learn, good working knowledge English (reading and writing), demonstrate excellent communication skills (verbal and written), demonstrate the ability to multi-task and set priorities, ability to maintain confidentiality.

Information Resource Center Office Intern Position (4 positions)

8 Weeks | Part time (20 hours per week) | Location – Islamabad

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

Interns will work together on below mentioned four projects, with each project assigned to two interns at least, where they can divide the tasks as per their strengths. The interns will also work together to create a fun video detailing their journey as interns of the American Center for posting on social media.

1. Design and Execute American Spaces monthly programs (Placement at the American Center):
interns will be tasked with the conception, design, and execution of two or three thematic programs at the American Center during the 8 week-long internships. They will conduct a needs analysis on the topics that will benefit young audiences the most before designing and planning the program. They can replicate already developed programming kits from the American Spaces. These could include but are not limited to career counseling, media literacy, tech training, movie screenings, and/or or diplomacy simulations. The interns will learn the project management skills from conceptualization to execution. They will design the projects on a hybrid model with in-person audiences from local universities and virtual audiences from any of the 18 Lincoln Corners across Pakistan. Interns will learn hybrid program skills, public speaking, organization, and customer service skills through this assignment.
2. Outreach to Researchers and Lincoln Corners Promotion (In-Person and Virtual Assignment):
Interns will be tasked to create a list of universities in Pakistan and help the American Center reach out to them to develop connections. They will draft outreach letters to each university and trace the key focal person. The outreach activity will establish connections between the American Spaces team and young audiences and help us promote Lincoln Corner's services across Pakistan. The goal is to generate traffic at each of the 19 Spaces including the American Center. One key aspect of this outreach is to invite senior researchers to use Lexis Nexis and Factiva resources at the American Center. The interns' target will be to track the current traffic at each corner, suggest untapped audiences for outreach, and increase visits by 5-10% by the end of assignment. The interns will learn key networking and outreach skills as well as develop their soft skills through this assignment.
3. Social-Media:
Interns will critically review the Lincoln Corners Pakistan Facebook page and submit a report on its performance. They will track and review social media presence of the best run pages of American Spaces across the globe and

prepare a report on the activities that are creating the most engagement. Their suggestions will directly inform and influence the Lincoln Corner Pakistan social media strategy. They will suggest engaging content and mini-marketing campaigns for the page, during an 8-week long assignment. The interns will also submit a detailed proposal on one unique video campaign series. The submission should include the concept note justifying the need for and importance of the topic, script of each video shoot, identification of speakers, logistics etc. The LC page will credit the interns if the project is adopted and executed. They will also closely monitor the increase/decrease in engagement during their assignment. Interns will develop social media management and monitoring skills, as well as professional soft skills.

4. Resource Management and Administration:

This project will include the cataloguing of books and resources at the American Center. The interns will research American books appropriate for the Lincoln Corners' collections. Interns will present their recommended for approval by the AC Director. They will update the AC catalog using Library Thing. Interns will gain research and information management skills.

Other Duties and Responsibilities

Interns will support the American Center team with ongoing monthly programs. Will get the opportunity to learn about technologies available at the American Center (VR Kits, Oculus and 3-D printing). Support the American Center team with technology related programming. Will conduct basic research for the American Center or Public Diplomacy section as needed.

Knowledge, skills, and abilities required for intern:

Microsoft Suite (Word, PowerPoint, and Excel) and Excellent Organizational Skills are required, Video Editing, Photoshop and Tech savvy are desirable. Good verbal and written communication skills in English.

Health Unit Office Intern Position

6 Weeks | Part time (12 hours per week) | Location – Islamabad

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

1. Reception customer service: calendar scheduling, chart management,
2. Nursing science: patient assessment, skills in performing and interpreting vital sign readings, immunization necessity and administration, use of clinical equipment,
3. Pharmaceutical services: medication uses/management/logistics,
4. Laboratory services: equipment, sample collection skills, and
5. Social services: resources, aspects of counseling, negating stigma.
6. Will have the opportunity to grasp a basic understanding of medical healthcare service sectors in a clinical setting through one-on-one mentorship and ability to designate interest in a health management sector of most interest to increase specific desirable goals.

Knowledge, skills, and abilities required for intern:

Intern must have an expertise in Microsoft Office, especially MS Excel and MS Power Point, good organizing skills and the ability to think out of the box. S/he should work well with people from diverse backgrounds. S/he should be a quick learner, proactive and team oriented. Must be creative and possess a positive attitude towards work. Good verbal and written communication skills in English.

Required Documents

To be considered eligible, the prospective Student must provide the following including any certifications, licenses and proficiencies as required:

1. A statement of interest written by the student. Click here to download the [Statement of Interest Form](#)
2. Official transcripts (attested) from the current educational institute as proof of good academic standing. Original official transcript will be required if student is selected.
3. Written permission addressed to the U.S. Embassy (Human Resources Office) from the educational institution to participate in the 2023 Summer FNSIP and letters of recommendation, as applicable. Original letter will be required if student is selected.
4. Attested copy of National Identification card.

How To Apply

1. All required documents must be sent via email to PakInternship@state.gov
2. **Email subject line must have section of interest e.g., "Position - Health Unit Office Intern Position."**
3. **The deadline for receiving application will be March 8, 2023.**

Questions are to be addressed via email to PakInternship@state.gov