

# Embassy Skopje Foreign National Student Internship Program

The United States Embassy in Skopje, North Macedonia presents the Foreign National Student Internship Program (FNSIP) and is seeking for qualified students with good academic standing to apply.

## **Program Description:**

U.S. Embassy Skopje's Foreign National Student Internship Program (FNSIP) is a local internship program designed to provide foreign national students a unique opportunity to work at the U.S. Embassy in Skopje. FNSIP offers students an opportunity to gain meaningful work experience and valuable mentorship from Locally Employed (LE) Staff and U.S. Diplomats.

The purpose of the FNSIP is to provide students with the opportunity to gain practical experience in the field of foreign affairs while simultaneously enhancing their skill set, which may ultimately improve their employment opportunities. Students can gain a competitive advantage through the application of their education, abilities, and talents in a variety of contexts within the Embassy.

**The Foreign National Student Intern Program does not offer compensation or future employment rights.**

## **Program Duration:**

FNSIP internships will last for ten consecutive weeks, from July to September 2024. Internships require a weekly commitment of 20 to 40 hours.

## **Eligibility Criteria:**

To be eligible for Embassy Skopje's FNSIP, students must meet the following criteria:

- Be at least 18 years old at the start of participation in the program.
- Be a citizen or permanent legal resident of the Republic of North Macedonia.

- 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.”
- Maintain good academic standing at their present institution of higher education and provide a certified transcript.
- Before starting the program, applicants are required to obtain a successful security and medical certification from the U.S. Embassy.

**\*NOTE:** To be considered for the FNSIP, students must have graduated from secondary school or equivalent before beginning the program.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

**Location of internship:** U.S. Embassy Skopje, North Macedonia

## U.S. Embassy Skopje, North Macedonia Internship Positions Available

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### **Community Liaison Office (CLO)**

The intern working in the Community Liaison Office (CLO) will be essential to the Mission's effort to improve community involvement and provide clerical support. They will oversee and create weekly community newsletter, making certain that members of the community receive relevant and educational content on time. They will also work together with CLO coordinators to organize and carry out programs and events that are customized to satisfy the various needs on the Mission.

The ideal candidate will have strong interpersonal and customer service skills, as they will be interacting with various members of the community. The ability to multitask effectively and manage multiple deadlines is essential for success in this role. Overall, the CLO intern will contribute to fostering a sense of community and support within the Mission through their administrative and organizational efforts.

Language proficiency: Applicants must be fluent in English.

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

An intern is being recruited by the Human Resources Office to assist in the execution of various responsibilities while reporting to the Senior HR Specialist. The HR Intern will collaborate closely with the HR team members to accomplish the following responsibilities:

- Assisting the HR Recruiter with job postings, screening applicants, scheduling interviews.
- Communicating with employment candidates and providing logistical support before and during the interview process. Preparing and delivering orientation sessions for new employees.

- Preparing Embassy Skopje recruitment brochures and posters.
- Identifying potential associates with whom the HR Department to collaborate in order to enhance the applicant pool's diversity.
- Translating documents from English to Macedonian or vice versa.
- Assisting with the Mission North Macedonia Interagency Awards Program.

Language proficiency: Applicants must have good working knowledge of English and Macedonian language.

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### **Public Affairs Office (PAO)**

The Communications team of the U.S. Embassy's Public Affairs Office is looking for a motivated individual to join their group. The intern will engage in collaborative efforts with team members to produce strategic content that address current trends and issues, with a specific emphasis on youth engagement. Additionally, the intern will contribute to the overall messaging of initiatives within the Public Affairs Office and assist in the organization of events. The intern will be provided with the opportunity to support the communication team in their daily operations by aiding in various tasks. Additionally, they will gain knowledge and skills in media analysis, customized message delivery across multiple communication channels and formats, and traditional and multi-media content creation.

Language proficiency: Applicants must have good working knowledge of English and fluent knowledge in Macedonian and/or Albanian language.

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### **USAID Democracy, Rights and Governance Office**

United States Agency for International Development (USAID) North Macedonia is seeking an intern to be engaged in a Local Works program, which aims to foster a community-driven development on the local level. The Local Works program prioritizes the localization of development efforts, recognizing the importance of engaging local communities in decision-making processes, and this program is

currently involved in various community engagement initiatives across North Macedonia.

The program plans to expand its engagement with the disability community. This includes mapping organizations that serve individuals with disabilities, conducting meetings with these organizations, and assisting in the development of new mechanisms.

The intern will assist in coordinating and participating in meetings and discussions with designated organizations to acquire knowledge regarding obstacles, desires, and requirements within the disability community. Furthermore, the intern will conduct data research, including literature reviews and demographic analysis, to inform mechanism design, ensuring evidence-based insights guide program activities aligned with local context and global trends in disability inclusion and development.

Language proficiency: Applicants must have good working knowledge in English, and be fluent in Macedonian and/or Albanian, and/or Romani language.

### **How to Apply:**

Applicants who are interested in the internship positions must use this link to complete and submit their internship application:

[The Embassy of the United States of America in North Macedonia's Foreign National Student Internship Program \(FNSIP\) Application \(google.com\)](#). The application deadline is **Sunday, April 7, 2024**.

To be considered eligible, the applicants must attach the following documents to their application:

- Official transcripts demonstrating good academic performance.
- Official authorization from the educational institution to take part in the 2024 Summer FNSIP.
- Proof of citizenship/residency permit (copy of residency permit or citizenship or passport or ID).

**Next Steps:** Applicants who are selected for an interview will be contacted via email.

Questions regarding the FNSIP should be addressed to [Applications@state.gov](mailto:Applications@state.gov).