U.S. MISSION CONAKRY - GUINEA
Position Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 2019-036

Femi Akinyemi / Management Officer

U.S. Mission: Conakry - Guinea
Announcement Number: 2019-036
Position Title: Library Intern
Salary: ***This is a non-paid position and there are no benefits related to the position.

For More Info: HR Assistants through 655 10 40 00 ConakryHRJobs@state.gov for inquiries.

Who May Apply: Current university students or recent graduate/All sources
Security Clearance Required: Local certification
Duration Appointment: Three Months/90 work days
Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees

Summary: The U.S. Mission in Conakry, Guinea is seeking eligible and qualified applicants for Library Intern Positions in the Thurgood Marshall American Center. The American Center is a part of the Public Affairs Office.
The work schedule for
This position is: Part Time - 20h per week

**BASIC FUNCTION OF POSITION**

The library intern will assist the director of the Thurgood Marshall American Center and the library assistant in the following areas:

- Ensure the library collection and the client list is up-to-date in the online database;
- Assist in library outreach programs and other Public Affairs Section events;
- Provide support to library members, responding to basic research and reference inquiries, checking materials in and out and printing and distributing library membership applications;
- Maintain and update American Center holdings, identifying out-of-date materials for disposal;
- Prepare library-produced material for dissemination to Embassy contacts and the American Corner at the University of Kankan;
- Ensure that circulation and reference materials that are used by library patrons are properly reshelved and maintained;
- Oversee the use of the Internet work stations and ensure that patrons abide by the rules;
- Respond to inquiries both in person and by telephone and take accurate notes for American Center staff;
- General office duties and other duties as assigned.

**QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:**

Current university student or recent graduate. Preferred fields of study include: English, Library Science, Communication, Journalism, Business or International Affairs.

2. **EXPERIENCE:**

The ability to learn the U.S. Embassy Conakry’s procedures and regulations is needed.

3. **LANGUAGE (this will be tested):**

Level II speaking/reading/writing of English is required.
Level II speaking/reading/writing of French is required.
4. **KNOWLEDGE, SKILLS AND ABILITIES (this will be tested):**
Must be computer literate. Must be able to learn to operate the library software in a reasonable amount of time, with training.

**FOR FURTHER INFORMATION:**
Contact the Human Resources Office (by e-mail: Human Resources Office-ConakryHR@state.gov or Tel: +224 655 104 000).

**SELECTION PROCESS:**
It is essential that the candidate specifically address the required qualifications above in the application.

**HOW TO APPLY**

*Applicants must submit the following documents to be considered:*

- Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above).

**WHERE TO APPLY:**

- Please drop documents at the US Embassy Reception Transversale N0.2 Centre Administratif de Koloma Commune de Ratoma Conakry, République de Guinée The application box is located outside the Embassy’s main entrance.