



**U.S. MISSION CONAKRY- GUINEA**  
**Position Vacancy Announcement**

**VACANCY ANNOUNCEMENT NUMBER: 2026-XXXX**

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Tracy Calhoun / Management Officer

U.S. Mission: Conakry - Guinea

Announcement Number: 2026-XXXX

Position Title: **American Center Intern**

Opening Period: Tuesday, March 20, 2026 – Thursday, April 20, 2026.

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](mailto:ConakryHRJobs@state.gov) for inquiries.

Who May Apply: Current university students or recent graduates. 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](#) before you apply.

Summary:

The U.S. Mission in Conakry, Guinea is seeking eligible and qualified applicants for American Center Intern Positions in the American Center Conakry. The American Center is a part of the Public Diplomacy Section.

The work schedule for

This position is:

Part Time (20 hours per week)

### **BASIC FUNCTION OF POSITION**

The American Center Intern supports the American Spaces Program Specialist (ASPS) in the day-to-day operations of the American Center Conakry and contributes to the implementation of programs and services that promote access to information about the United States. The intern assists in maintaining the Center's resources, supporting outreach activities, and ensuring quality service to American Center patrons and members.

- Ensure the American Center collection and the client list are up-to-date in the online database;
- Assist with American Center outreach programs and other Public Affairs Section events;
- Provide support to American Center members, by responding to basic research and reference inquiries, checking materials in and out and assisting patrons with the online membership registration process;
- Maintain and update American Center holdings, identifying outdated materials for disposal;
- Prepare American Center-produced material for dissemination to Embassy contacts and the American Spaces at Sonfonia, Mamou, Kankan and Nzerekore Universities;
- Ensure that circulation and reference materials used by American Center patrons are properly reshelfed and maintained;
- Oversee the use of Internet workstations and ensure that patrons comply with established rules and guidelines;
- Respond to inquiries both in person and by telephone and take accurate messages for American Center staff;
- Perform general office duties and other tasks as assigned.

## **Learning Opportunity**

This internship provides practical experience in public diplomacy programming, information resource management, and American Spaces operations. The intern will gain exposure to the activities of the Public Diplomacy Section and develop professional skills in communication, program support, and customer service.

## **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. Preferred fields of study include: English, Library Science, Communication, Journalism, Business, Computer Science, 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 III speaking/reading/writing of English is required.

Level IV 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 American Center software in a reasonable amount of time, with training.

## **FOR FURTHER INFORMATION:**

Contact the Human Resources Office (by e-mail: [HumanResourcesOffice-ConakryHR@state.gov](mailto:HumanResourcesOffice-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 attached.

### **WHERE TO APPLY:**

Please drop documents at:

United States Embassy Conakry, 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.

**Or**

**E-mail Address:** [ConakryHRJobs@state.gov](mailto:ConakryHRJobs@state.gov)