

CALL TIROCINIO ESTERNO CONSOLATO GENERALE DEGLI STATI UNITI A NAPOLI

Tirocini curriculari offerti dal Consolato Generale degli Stati Uniti a Napoli

Scadenza per le candidature: fino al 4 maggio 2026 il Consolato Generale degli Stati Uniti raccoglierà le candidature per 5 tirocini che inizieranno a settembre 2026 nei seguenti Uffici:

- Public Diplomacy and Political Economic Commercial Office
- Executive and Regional Security Office
- General Services and Facilities Management Office
- Diplomatic Technology
- Consular

Durata del tirocinio: I tirocini avranno una durata di 6 mesi (indicativamente dall'8 settembre 2026 al 5 marzo 2027); l'impegno richiesto è di circa 20 ore a settimana.

Requisiti: requisito fondamentale è l'ottima conoscenza delle lingue italiana e inglese scritta e parlata. Gli studenti prescelti tra i candidati chiamati a colloquio saranno sottoposti a screening di sicurezza prima della formalizzazione del progetto formativo. Il tirocinio è in presenza e non è retribuito.

Candidatura: tutti gli studenti interessati potranno inviare il loro curriculum all'indirizzo **HRONaples@state.gov** specificando chiaramente il programma di studi in corso e la data prevista di laurea. I candidati scelti per le interviste saranno ricontattati tramite e-mail entro il 20 maggio per interviste in sede (programmate entro metà giugno).

Tirocini offerti:

1. Public Diplomacy and Political Economic Commercial Office (1 Tirocinio)

The intern will support the daily activities of the Political-Economic-Commercial (PEC) and Public Diplomacy (PD) section.

PD: Support PD programs and events; prepare written reports and summaries; conduct online searches; draft internal documents; create digital content; translate speeches and other documents; perform administrative and other duties as required.

PEC: Research relevant news and background information on topics of interest to the US Diplomatic Mission in Italy, including political and economic issues affecting southern Italy; draft concise reports in English.

When possible, the intern may attend conferences and staff events both within and outside the Consulate General. Additionally, the intern may assist the Protocol Office with organizing representational events.

2. Executive and Regional Security Office (1 Tirocinio)

The intern will support the daily activities of the Regional Security Office (RSO) and Executive office (EXEC).

RSO: Support the security activities of the American Consulate, including residential security; physical security of USG properties; local surveillance program; inquiries and investigations; security briefings for staff; incoming mail screening program; investigation reports; daily press review; assistance and organization of security for official VIP visits.

EXEC: Work with the Office of Management Specialist and the Protocol Assistant for the Consul General's and Executive office activities. Assist in project management, draft formal correspondence, support official events and meetings at the consulate, collect briefing material for

the Consul General and conduct outreach activities. Perform admin functions such as using the contact database and inserting reporting data.

3. General Services and Facilities Management Office (1 Tirocinio)

See diplomacy in action with an internship in the General Services Office, where foreign policy and bilateral relations are forged at the ground level. Interns will play an active role in planning for Congressional delegation and other VIP visits, representational events for the Consul General and other diplomats, and other functions of U.S. Consulate General Naples. Interns will also have the opportunity to contribute to ongoing initiatives, including: supporting the development of the Consulate's partnerships with local hotels, enhancing our digital accessibility by organizing and expanding Consulate SharePoint resources; and conducting historical research on furnishings, artifacts, and items associated with the Consulate to help tell the diplomatic history of America's presence in Naples. This internship is ideal for candidates who are interested in making a difference in the field of diplomacy and foreign affairs. We seek detail-oriented, organized, and eager interns who wish to gain practical experience across multiple aspects of office operations, logistics coordination, and project management. Interns will develop valuable skills in data management, research, and professional communication while contributing meaningfully to real-world projects

4. Diplomatic Technology (1 Tirocinio)

The intern will support the Diplomatic Technology Section, assisting with administrative, organizational, and operational activities that help maintain the mission's technology and digital infrastructure. A primary responsibility will include supporting the Customer Support Desk, helping manage the service request system used by staff across the mission. This includes receiving requests, coordinating assistance and helping ensure users receive timely technical support for computers, mobile devices, and mission applications. During the internship, the intern may also assist with several technology projects, such as helping deploy new equipment in mission offices, and assisting with infrastructure and network modernization initiatives. The internship will provide exposure to a wide range of technology support activities, including assisting with equipment setup, software updates, cybersecurity best practices, meeting room technology support, and maintaining technology inventory records. The intern will also gain experience supporting modern mobile computing technologies, including laptops, mobile devices, and secure authentication systems used across the mission. This role offers a valuable opportunity to gain practical experience in IT support and technology operations within an international diplomatic environment.

5. Consular (1 Tirocinio)

The project is designed to provide interns with practical experiences, support section operations, and develop their understanding of consular processes, immigrant and nonimmigrant visas. Assist with preparing, scanning, and filing visa application documents. Interns will gain experience with administrative and customer service tasks in a diplomatic setting.