



Institute for Professional Training  
& Public Fiscal Governance



JUNE 2 TO JULY 24, 2025

# CALL FOR INTERNSHIP

**PAY INTERNSHIP \$**

## PURPOSE

The mission of the **AAFAF SUMMER INTERNSHIP PROGRAM** is to provide talented students with practical and theoretical knowledge that will help them understand the work conducted by the government of Puerto Rico so that they commit to public service once they achieve their educational goals. The AAFAP Summer Internship promotes research and professional development in the fields of human resources, industrial and organizational psychology, information systems, finance, accounting, economics, public administration, and legal affairs, including matters relating to PROMESA.

## REQUIREMENTS

- ◆ Be a currently enrolled undergraduate student **with a cumulative GPA of at least 3.00 and a minimum of 60 credits approved** when applying to the internship. Bilingual in English and Spanish languages.  
*Or,*
- ◆ Be a currently enrolled student pursuing a Juris Doctor (submit evidence) **with a cumulative GPA of at least 3.00** when applying to the internship. Bilingual in English and Spanish languages.  
*Or,*
- ◆ Be a currently enrolled graduate student (submit evidence) **with a cumulative GPA of at least 3.00** when applying to the internship. Bilingual in English and Spanish languages.

## IMPORTANT INFORMATION

- ◆ Interested students who meet the requirements may access the online application through the AAFAP website, [www.aafaf.pr.gov](http://www.aafaf.pr.gov), in the **Job Opening Announcements** section under **Administrative Documents**.
- ◆ Students must fill out the application and send it by email ([intern.aafaf@aafaf.pr.gov](mailto:intern.aafaf@aafaf.pr.gov)) together with a transcript showing the grade point average and approved credits; their resume; the required essay (*a statement in both the Spanish and English languages, 500 words or less, explaining why they should be considered for the internship program, their knowledge of government operations, and how they would contribute to AAFAP*); as well as one (1) letter of recommendation per candidate (**optional**).
- ◆ Unofficial transcripts are accepted for application purposes. **Official transcript will be required in the hiring process.**
- ◆ Applications will not be accepted after the due date.
- ◆ Applications that fail to meet all the requirements will not be considered.
- ◆ If selected may be assigned to other government agencies.

**LAST DATE TO APPLY:  
MARCH 14, 2025**

### CONTACT

- Telephone  
787.722.2525
- Email  
[intern.aafaf@aafaf.pr.gov](mailto:intern.aafaf@aafaf.pr.gov)
- Web  
[www.aafaf.pr.gov](http://www.aafaf.pr.gov)

- Physical address**  
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San Juan, PR 00907
- Mailing address**  
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San Juan, PR 00940-2001

*The Fiscal Agency and Financial Advisory Authority of Puerto Rico (AAFAF) acts as fiscal agent, financial advisor and reporting agent of all the entities of the Government of Puerto Rico, including the 78 municipalities. In addition, AAFAP is the liaison between the government and the Fiscal Oversight Board created under PROMESA.*

*AAFAF offers equal employment opportunities without regard to race, color, sex, nationality, age, national or social origin, social status, political affiliation, political or religious ideas, sexual orientation or gender identity, or for being a victim or being perceived as a victim of domestic violence, sexual assault or harassment, or present or past military status, having served in the Armed Forces of the United States of America, or veteran status.*



## DESCRIPTION OF DEPARTMENTS AND AREAS

The expertise and core area of competence of the Puerto Rico Fiscal Agency and Financial Advisory Authority (AAFAF, by its Spanish acronym), lies in its financial advisory and fiscal agent functions, with regard to measures that impact compliance with: (i) the Fiscal Plan for Puerto Rico certified by the Financial Oversight and Management Board for Puerto Rico (the “Fiscal Plan”); (ii) certified plan for public instrumentalities declared covered under PROMESA; and (iii) the budget certified by the Oversight Board for the current fiscal year.

AAFAF’s daily work is conducted in a professional and excellent environment. The main areas of the agency are described below.

- **LEGAL AND REGULATORY AFFAIRS OFFICE**

- Informative agent
- Contract management
- PROMESA Title III litigation
- General litigation

- **LEGISLATIVE AFFAIRS DIVISION**

- Draft, revise, and review legislation.
- Track requests for statements and draft statements.
- Attend public legislative hearings.
- Provide veto/signing recommendations to Fortaleza.
- Review and respond to communications and requests from FOMB.
- Revise and review memorandums and resolutions from other AAFAF Departments.

- **FISCAL AGENCY OFFICE**

- Prepare and certify the Fiscal Plan of the Central Government and six (6) government entities in compliance with the provisions of PROMESA.
- Prepare and certify the government budget in compliance with the Certified Fiscal Plan.
- Create procedures and information infrastructure

*to provide visibility to budget management, expenses, performance metrics and define the real state of finances in all government entities.*

- Implement fiscal plans and certified budgets and begin the restructuring of the component units of the Government.
- Reestablish economic growth and the re-entry of Puerto Rico into municipal financial markets.

- **FINANCIAL ADVISORY OFFICE**

- Administration of the corporate activities of certain affiliates and subsidiaries of the GBD.
- Administration and supervision of the liquidity and general financial status of the Government of Puerto Rico and its instrumentalities.
- Restructuring of financing to government entities under Title VI of PROMESA.

- **REAL PROPERTY EVALUATION AND DISPOSAL COMMITTEE (CEDBI, BY ITS SPANISH ACRONYM)**

- Dispose of the real estate declared disused belonging to the Government of Puerto Rico.
- Evaluate leasing or purchase and sale transactions of private entities, municipalities, and government entities; presentation referrals to bills or joint resolutions of legislative committees, requests for submissions from the Governor’s Office on the signing or veto of legislative measures.

- **FISCAL RECOVERY PROGRAMS: THE FISCAL RECOVERY**

Programs division was created with the purpose of gathering all the resources that allow the agency to meet the needs and priorities of the Government regarding the mitigation efforts of the COVID-19 pandemic.

- Creation of programs, guidelines, policies, and internal controls.
- Submit any new program, disbursement, and



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*amendment for consideration by the Disbursement Committee.*

- *Monitor the disbursement of funds.*
- *Receipt of reports on the use of funds by all governmental and non-governmental entities.*
- *Direct communication with the United States Department of the Treasury for any matter in connection with the eligibility of and/or direct assistance to any sub-recipient.*

### • FINANCIAL OFFICE

- *Payroll preparation and processing for the employees of the following public corporations: AAFAF, GBD, AAPP/COR3, and COFINA.*
- *Audit and payment processing of invoices from suppliers and employees for goods and services, professional services, travel expenses, miscellaneous expenses, withholdings, among others, for the following entities: AAFAF, GBD, AAPP/COR3, COFINA, and COFIM.*
- *Preparation of quarterly returns for Social Security, Medicare, withholdings, among others.*
- *Preparation of disbursement reports and analysis.*

### • PUBLIC AFFAIRS AND COMMUNICATIONS OFFICE

- *Development of strategies, programs, and communication campaigns aimed at strengthening the image of the Agency as an entity that promotes fiscal responsibility, transparency, and economic development.*
- *Dissemination of the Executive Director's performance to the media, the economic sector, and the community in general.*
- *Coordinate Executive Director's participation in the events that he must attend.*
- *Provide photographic services required by the external and internal presentations of the Executive Director -or his representatives-.*

– *Maintenance of the AAFAF webpage.*

– *Process information requests from the media, legislators, government agencies, and private citizens in accordance with the law.*

### • IT

- *Provide support and services to users.*
- *Guarantee the security of the systems, databases, and networks.*
- *Repair and maintain the equipment and programs.*
- *Assist users with the variety of system applications.*
- *Attention, referral, and solution of user's service request.*
- *Analysis of the equipment needs for the Agency.*

### • HUMAN RESOURCES

- *Personnel Recruitment and Selection Process*
  - « *Job classification*
  - « *Analysis and evaluation of candidates*
  - « *Interviews*
  - « *Onboarding*
- *Design, development, and implementation of training.*
- *Design, implementation, and compliance of Protocols (Suicide Prevention, Sexual Harassment, Workplace Harassment, Domestic Violence, among others).*
- *Creation of employee profile.*
- *Employee benefits*
- *Report writing: Ethic, Domestic Violence, etc.*