American Embassy

Subdivision 694/Stand 100,
Kabulonga District, Ibex Hill Road
P.O. Box 320065, Lusaka District, 10101, Zambia

VACANCY ANNOUCEMENT
FOREIGN NATIONAL STUDENT INTERN – PUBLIC AFFAIRS SECTION (EDUCATIONUSA)

OPEN TO:	All Interested Candidates
POSITION:	Foreign National Student Intern – Public Affairs Section
ANNOUNCEMENT NUMBER:	FNSI 04-2016
OPENING DATE:	May 31, 2016
CLOSING DATE:	June 14, 2016
WORK HOURS:	Part-time; Maximum 20 hours/week
SALARY:	Unpaid - No compensation or benefits are offered
DURATION OF INTERNSHIP:	Three-month temporary position from the date of hire

BACKGROUND

The Foreign National Student Intern Program is designed for students who are non-U.S. citizens seeking internships with U.S. Missions abroad. The program benefits both posts and students by providing the foreign national students with valuable educational experience in U.S. Missions and by assisting posts in accomplishing their mission goals. The purpose of the Foreign National Student Intern Program is to offer students the challenge of working in a foreign affairs arena and at the same time profit by their assistance. There are no benefits attached to this internship and no compensation, nor any future employment rights.

A student participating under this program is not considered to be a U.S. Federal employee for any purpose other than injury compensation or laws related to the Tort Claims Act. Service is NOT creditable for leave accrual or any other employee type benefits.

THIS IS A VOLUNTARY APPOINTMENT. NO COMPENSATION OR BENEFITS ARE OFFERED.

ELIGIBILITY CRITERIA

Only non-American students attending a Zambian or an American University accredited in Zambia are eligible for the Local Internship Program. Non-Zambian students, other than U.S. nationals, are required to submit the same documentation as Zambian students.

The student must comply with the following:

- Be a non-U.S. citizen – dual nationalities may also be accepted;

- Be at least 18 years of age at the time of appointment;
- Be eligible for a security certification and a medical clearance;
- Have a working knowledge (reading and speaking) of English;
- Good academic standing proved by official transcripts.

DESCRIPTION OF AGENCY OFFICE AND LOCATION:
Public Affairs Section of the Embassy of the United States to the Republic of Zambia

MAJOR DUTIES OR PROJECT/S
The EducationUSA Intern will serve within Embassy Lusaka's Public Affairs Section alongside the EducationUSA Advisor, assisting the public diplomacy office, specifically assisting the Educational Advising team. As an unpaid intern, the Intern will work not more than 20 hours/week. S/he will be a productive member of our Educational Advising team, with assigned responsibilities commensurate with our section and Mission goals.

This internship is a great opportunity to develop skills while working in a fast-paced environment dedicated to following the ever-changing international education climate. The last intern at Embassy Zambia excelled through numerous opportunities to showcase organizational and planning abilities, mentoring techniques, and communication/outreach skills.

Responsibilities include, but are not limited to:

- Close monitoring of EducationUSA program, including assisting students with SAT, ACT, and TOEFL registrations.
- Assistance with EducationUSA students' application packages;
- Provide logistical and administrative support to official school and educational institutions visits, (printing handouts, helping with set-up, etc.);
- Draft Facebook invitations for posting on Facebook and reports on EducationUSA events and activities.
- Perform file keeping and office management duties.
- Other duties as assigned.

QUALIFICATIONS REQUIRED
All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

We hope to benefit from the Intern's recent academic studies; relevant area experience is preferred. We specifically seek candidates who:

1. Are able to work well within a team but also independently, as required;

2. Possess excellent communication and writing skills;

3. Have a good knowledge of Zambian secondary school system.

4. Are conversant in the use of the Microsoft Office Suite, especially MS Excel and MS Power Point.

ADDITIONAL SELECTION CRITERIA
Students selected for the internship program must pass a security background check and receive a security certification from the post security officer before commencement of the internship (see 3 FAM 7222). The Human Resources Office will coordinate this process.

A certificate of medical examination must be obtained prior to commencement of appointment to the Intern Program. The examination shall be conducted in accordance with 3 FAM 7131 and local regulations and prevailing practice. The Human Resources Office will coordinate this process.

TO APPLY
Interested candidates for this position must submit the following for consideration of the application:

1. A letter of application for the Internship;
2. Certified educational transcripts;
3. Written permission from the educational institution in which the student is enrolled;
4. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174);
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above;

SUBMIT APPLICATION TO:
The Human Resources Office
American Embassy
Subdivision 694/Stand 100, Ibex Hill Road, Lusaka District,
P.O. Box 320065, Lusaka

HR_Lusaka@state.gov (Emailed applications preferred, but not required)

POINT OF CONTACT
Telephone: 357-000 extension numbers 7136, 7153, or 7284.

CLOSING DATE FOR THIS POSITION: JUNE 14, 2016

Only short listed candidates will be contacted.