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 (INFORMATION RESOURCE CENTER)

OPEN TO:	All Interested Candidates
POSITION:	Foreign National Student Intern – Public Affairs Section (Two positions)
ANNOUNCEMENT NUMBER:	FNSI 07-2016
OPENING DATE:	August 19, 2016
CLOSING DATE:	September 2, 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 Embassy Information Resource Center (IRC) Intern will serve within Embassy Lusaka's Public Affairs Section to provide administrative, logistical and programming support to the IRC Team. As an unpaid intern, you will work for not more than 20 hours/week. Under the direct supervision of the IRC Director, you will be a productive member of our IRC 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 promoting public diplomacy. The internship provides opportunities to develop organizational and planning abilities and communication skills.

Responsibilities include, but are not limited to:

- Drafting Facebook invitations to IRC activities to be posted on the Embassy Facebook page;
- Drafting reports for Embassy Facebook page on activities in the IRC and outside IRC;
- Assisting to organize books and other materials in the IRC to ensure easier identification and access by patrons;
- Helping with preparations for IRC activities (set-up, following-up with participants, responding to queries, preparing hand-outs);
- Assisting to respond to IRC patrons' requests (printing, photocopying);
- Reviewing, responding and re-directing applications for IRC membership to IRC Assistant.

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 of 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 thorough knowledge of Zambia's educational, social, cultural and political institutions.
4. Possess knowledge of customer relations, file keeping, office management, and event management.

5. Are highly conversant in the use of social media platforms especially Facebook, Microsoft Office packages including MS Excel and MS PowerPoint.

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: SEPTEMBER 2, 2016

Only short listed candidates will be contacted.