



# American Embassy

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

## VACANCY ANNOUNCEMENT FOREIGN NATIONAL STUDENT INTERN – PUBLIC AFFAIRS SECTION (SOCIAL MEDIA & DIGITAL)

<b>OPEN TO:</b>	All Interested Candidates
<b>POSITION:</b>	Foreign National Student Intern – Public Affairs Section (Two Positions)
<b>ANNOUNCEMENT NUMBER:</b>	FNSI 04-2016
<b>OPENING DATE:</b>	August 19, 2016
<b>CLOSING DATE:</b>	September 2, 2016
<b>WORK HOURS:</b>	Part-time; Maximum 20 hours/week
<b>SALARY:</b>	Unpaid - No compensation or benefits are offered
<b>DURATION OF INTERNSHIP:</b>	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 U.S. Embassy Social Media and Digital Intern will assist with social media platforms and digital products. As an unpaid intern, you will work for 20 hours per week. Under the direct supervision of the U.S. Embassy’s PAS Audio Visual Technician, you will be 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. This program provides opportunities for students to learn about the different public diplomacy tools, such as social media and digital products to engage with Zambians. The internship provides opportunities to develop organizational, digital, and communication skills.

Responsibilities include, but are not limited to:

- Assist with setup of a wide range of audio visual equipment for PAS programming
- Produce audio visual digital content
- Assist with social media platforms
- Serve as a photographer and videographer

**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 thorough knowledge of Zambia’s educational, social, cultural and political institutions.
4. Possess video editing and photography skills.
5. Are highly conversant with social media platforms and Microsoft Office.

**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](mailto: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.*