



American Embassy

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

FOREIGN NATIONAL STUDENT INTERN – CDC HEALTH INFORMATICS BRANCH (DEPLOYMENT AND HARDWARE)

- OPEN TO:** All Interested Candidates
- POSITION:** Foreign National Student Intern – CDC Health Informatics Branch (Deployment and Hardware)
- ANNOUNCEMENT NUMBER:** FNSI 03/15
- OPENING DATE:** February 20, 2015
- CLOSING DATE:** March 6, 2015
- WORK HOURS:** Part-time; Maximum 20 hours/week
- SALARY:** Unpaid - No compensation or benefits are offered
- DURATION OF INTERNSHIP:** Temporary position not to exceed six months 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, during which time the intern will learn and grow professionally. There are no benefits attached to this internship and no compensation, nor any guarantee of future employment with the U.S. Mission.

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 Foreign National 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-US 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 evidenced by official transcripts.

DESCRIPTION OF AGENCY OFFICE AND LOCATION:

Health Informatics Branch in the Centers for Disease Control and Prevention (CDC) of the United States Embassy in Lusaka.

MAJOR DUTIES OR PROJECT/S

Interns with the Health Informatics Branch provide administrative, logistical and programming support to the Branch for not more than 20 hours per week under the direct supervision of the Senior Network Engineer.

This internship is a great opportunity to develop skills while working in a fast-paced environment dedicated to promoting the availability of high quality health information through the development of systems, tools and processes for health. This program provides opportunities to learn about the different tools and methods for deploying and implementing health informatics systems, develop networking and hardware skills, systems end user support, organizational and planning abilities, and communication and outreach skills.

Responsibilities include, but are not limited to:

- Software installations
- Hardware and software support
- Networking support, including LAN and wireless configurations
- Documentation of help desk support
- Documentation and tracking of support issues
- Deployment support and reviews

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 pursuing an undergraduate degree or diploma in computer science at a university or college;

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2. Are able to work well within a team but also independently;
3. Possess excellent communication and writing skills;
4. Possess knowledge to prepare, track and archive documents electronically;
5. Are highly conversant in the use of Microsoft Office packages including MS Excel, MS Word, MS Access 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 materials for consideration of their 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 7284, 7136, or 7153.

CLOSING DATE FOR THIS POSITION: March 6, 2015

Only short listed candidates will be contacted.