American Embassy

Subdivision 694/Stand 100,
Kabulonga District, Ibex Hill Road
P.O Box 31617, Lusaka District, 10101, Zambia

FOREIGN NATIONAL STUDENT INTERN – PUBLIC AFFAIRS OFFICE

OPEN TO: All Interested Candidates

POSITION: Foreign National Student Intern – Public Affairs Office

ANNOUNCEMENT NUMBER: FNSI 01/15

OPENING DATE: January 12, 2015

CLOSING DATE: January 26, 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.

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:

Public Affairs Section of the United States Embassy in Lusaka

MAJOR DUTIES OR PROJECT/S

This Foreign National Intern will serve as an intern with the Education and Cultural Affairs office within Embassy Lusaka's Public Affairs Section to provide administrative, logistical and programming support to the Education and Cultural Affairs team. As an unpaid intern, you will work for not more than 20 hours/week. Under the direct supervision of the Cultural Affairs Specialist, you will be a productive member of our Education and Cultural Affairs 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. This program provides opportunities for students to learn about the different tools and methods for promoting cultural and educational exchanges. The internship provides opportunities to develop organizational and planning abilities, and communication and outreach skills.

Responsibilities include, but are not limited to:

- Reviewing applications for exchange programs and following up on missing and other information, as required;
- Printing, copying and disseminating information about exchanges to PAS visitors;
- Providing logistical and administrative support for outreach activities at educational and other institutions (scheduling, helping with set-up, etc.);
- Drafting reports on outreach activities;
- Validating and updating information for exchange programs and participants;
- Reviewing, responding to and re-directing queries on social media platforms.

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 at a university or college;

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

3. Possess excellent communication and writing skills;

4. Have a thorough knowledge of Zambia's educational, social, cultural and political institutions.

5. Possess knowledge of records and file keeping, office management, and administration.

6. Are highly conversant in the use of 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 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 31617, 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: January 26, 2015

Only short listed candidates will be contacted.