



# American Embassy

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

## FOREIGN NATIONAL STUDENT INTERN – PUBLIC AFFAIRS SECTION (ADMINISTRATION)

- OPEN TO:** All Interested Candidates
- POSITION:** Foreign National Student Intern – Public Affairs Office  
(Administration)
- ANNOUNCEMENT NUMBER:** FNSI 06/15
- OPENING DATE:** December 21, 2015
- CLOSING DATE:** January 04, 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.

*An Equal Opportunity Employer*

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 Administrative Intern will serve within the U.S. Embassy's Public Affairs Section to provide administrative, logistical, and programming support to the Administrative Assistant. As an unpaid intern, you will work for not more than 20 hours/week. Under the direct supervision of the Administrative Assistant, you will be a productive member of our Public Affairs Section, 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:

- Processes incoming and outgoing mail for the Public Affairs Section (PAS).
- Maintains an inventory and adequate level of general office supplies, assists with supply orders, and distributes administrative items.
- Arranges transportation services and makes hotel reservations for staff and guests.
- Provides escorts to PAS service providers and visitors according to procedures.
- Makes arrangements for use of conference rooms and works with General Services Office to set up rooms accordingly.
- Prepares correspondence and updates tracking sheets on section training, annual leave, and public diplomacy programming.
- Any other tasks 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 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. Studying for a Diploma/Degree in Secretarial, Business, or Management Studies.

4. Courteous, professional, pleasant mannered, and exhibit positive and energetic interpersonal skills.
5. 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 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: JANUARY 4, 2016**

*Only short listed candidates will be contacted.*