VACANCY ANNOUNCEMENT FOREIGN NATIONAL STUDENT INTERN – GENERAL SERVICES

OPEN TO: All Interested Candidates

POSITION: Property Intern

ANNOUNCEMENT NUMBER: FNSI 08-2017

OPENING DATE: October 20, 2017

CLOSING DATE: November 2, 2017

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;

An Equal Opportunity Employer

- ✓ Have a working knowledge (reading and speaking) of English;
- ✓ Good academic standing proved by official transcripts.

DESCRIPTION OF AGENCY OFFICE AND LOCATION:

General Services Office – Property Section of the Embassy of the United States to the Republic of Zambia

MAJOR DUTIES OR PROJECT/S

The Property and Supply Intern will serve within Embassy Lusaka's General Services Office – Property Section to provide administrative and logistical support to the team. As an unpaid intern, you will work for not more than 20 hours/week. Under the direct supervision of the Property Supervisor, you will be a productive member of our team, with assigned responsibilities commensurate with the General Services Office – Property 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:

- Enumerating and Inventory reconciliation involving comparisons of physical count with asset records for personal property at the warehouse, office areas and all inventory locations.
- Scanning and uploading data into the Integrated Logistics Management System (ILMS) asset management program
- Retagging and tagging (barcoding) all annual inventory property
- Sorting and preparation of item list for property earmarked for disposal sales (auction) working with the MS excel spread sheets
- Processing transactions from expendable supply stock rooms
- Processing electronic and paper files

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. Are studying for a diploma in purchasing and supply, business administration;
- 4. Are highly conversant in the use of Microsoft Office suite;
- 5. Basic knowledge of store and warehouse management.

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.

Only short listed candidates will be contacted.