

VACANCY ANNOUNCEMENT FOREIGN NATIONAL STUDENT INTERN – CENTRES FOR DISEASE CONTROL AND PREVENTION (SOCIAL & DIGITA MEDIA)

OPEN TO: All Interested Candidates

POSITION: ZFETP Intern

OPENING DATE: October 23, 2018

CLOSING DATE: November 5, 2018

WORK HOURS: Part-time: Maximum 20 hours/week

SALARY: Unpaid - No compensation or benefits are offered

DURATION OF INTERNSHIP: Six-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:

Centers for Disease Control and Prevention (CDC) agency of the Embassy of the United States to the Republic of Zambia

MAJOR DUTIES OR PROJECT/S

The CDC Zambia Field Epidemiology Training Program (ZFETP) Intern will serve within the CDC ZFETP to assist ZFETP staff with program operations. As an unpaid intern, you will work for not more than 20 hours/week. Under the direct supervision of the CDC ZFETP Resident Advisor, you will be a productive member of our ZFETP, 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:

- Assist with creating, compiling and reviewing program documents and training materials to ensure consistency of content and formatting.
- Assist program staff in keeping track of ZFETP projects and documenting program successes.
- Assist with the development of a ZFETP alumni tracking system.
- Participate in epidemiologic investigations, i.e. assisting with designing a questionnaire to investigate an outbreak or assisting with data collection.
- Assist with planning and conducting program evaluations i.e. conducting site visits and using a standardized checklist to assess the site.

- Provide general support to the FETP program such as assisting with planning meetings and workshops.
- 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. Aptitude and interest in applied field epidemiology;
- 4. 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 (Emailed applications preferred, but not required)

POINT OF CONTACT

Telephone: 357-000 extension numbers 7136, 7153, or 7284.