



## **Internship opportunity**

**at the**

## **Zambia Association of Manufacturers**

**Department:** Policy and Research

**Title:** Policy Intern - Legal

**Reporting to:** Policy Analyst

**Period:** Three (3) months

**Location:** Lusaka

**Starting:** As soon as possible

### **About the Zambia Association of Manufacturers**

Zambia Association of Manufacturers (ZAM), a registered organization in the Republic of Zambia, is a business association which represents the interests of the entire manufacturing sector in Zambia.

### **Principle responsibilities**

The intern will be responsible for:

- Policy analysis, research and recommendation.
- Legislation mapping and analysis for the Association and its Members.
- Review legal documents relating to the Association.
- Record keeping for the Association.
- Publishing success stories on the ZAM Website and other appropriate platforms.
- Any other task as maybe be assigned.

### **Other responsibilities**

- Participate in resource mobilisation.
- Marketing ZAM.
- Drafting concept notes for activities.

## Qualifications

- Minimum of a Bachelor of Laws degree (LLB).
- Experience: 0 to 1 year.
- Previous internship experience will be added advantage.

## Working hours

Monday to Friday	08:00hrs to 17:00hrs
Saturday, Sunday and Public holidays	off

However, you may be expected to work beyond the prescribed hours and days if need be.

## Remuneration

A competitive internship allowance will be provided.

To apply, send your updated CV (3 pages max) and cover letter via email to [info@zam.co.zm](mailto:info@zam.co.zm) . Address your letter to the Chief Executive Officer. In your cover letter explain how you fit the above job description.

**Please note that hard copies will not be accepted.**

**Applications received after Friday, January 28, 2022, will not be processed.**