



Zambia Institute of Advanced Legal Education

INTERN

The Council of the Zambia Institute of Advanced Legal Education is urgently seeking to engage for six (6) months, a suitably qualified and result oriented person to fill the position of Intern.

PURPOSE OF THE JOB

Reporting to the Head – Business Development and Communications, the Intern will support the Business Development and Communications Unit in effectively marketing and communication activities which include advertising, promotion, digital marketing and customer service.

DUTIES AND RESPONSIBILITIES

- Conducts effectively market analysis and research to identify new business opportunities;
- Undertakes effectively marketing of ZIALE courses;
- Undertakes effectively preparation of promotional materials and presentations;
- Undertakes effectively development and updating of client database for training programmes;
- Undertakes effectively compiling newsletter articles;
- Assists in the development and implementation of marketing strategies.
- Assists in building social media campaigns through creation of short videos (Reels)

QUALIFICATIONS

- Full Form 5/Grade 12 Certificate
- Degree in Marketing, Business Administration or Communication
- A member of the Zambia Institute of Marketing or Zambia Institute of Public Relations and Communication

SKILLS AND ATTRIBUTES

- Integrity
- Interpersonal skills
- Computer literate (knowledge of Publisher an added advantage)
- Innovativeness
- Organisational skills
- Communication skills
- Strong business acumen
- Negotiation skills

Interested candidates meeting the above profile should submit application letters enclosing the Curriculum Vitae and certified copies of the academic and professional certificates and National Registration Card to the following address not later than 23rd March, 2026.

The Director
Zambia Institute of Advanced Legal Education
Plot No. 36983, Andrew Mwenya Road Rhodespark
P.O Box 30690
LUSAKA

Please refer to www.ziale.org.zm or follow us on:



ZAMBIA INSTITUTE OF ADVANCED LEGAL EDUCATION

A centre of excellence in law practice training.