

REPUBLIC OF KENYA



**THE PRESIDENCY
MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS
STATE DEPARTMENT OF GENDER AFFAIRS**

**INTERNSHIP OPPORTUNITIES IN THE STATE DEPARTMENT OF
GENDER AFFAIRS**

The State Department of Gender Affairs was established vide Executive Order No. 1/2016. The Department is mandated to coordinate and oversee gender mainstreaming policies and programmes within the Government and monitor compliance with International conventions that Kenya is signatory to.

Successful applicants are invited to apply and fill the following Internship positions;

NO.	POST	NUMBER	TERMS OF SERVICE	DURATION
1.	Gender Officer	4	Internship	3 Months
2.	Human Resource Assistant	1	Internship	3 Months
3.	Central Planning Officer (CPPMU) - Economist	1	Internship	3 Months
4.	Office Administrative Personnel (Secretarial)	1	Internship	3 Months
5.	Accountant	1	Internship	3 Months
6.	Supply Chain Management	1	Internship	3 Months
7.	Information Communication Technology	1	Internship	3 Months

Job Title: GENDER OFFICER

Vacant Post: Four (4)

Terms of Service: Internship (3 months)

Salary: As provided for in the Public Service

Purpose for the Job: The Function of this job is to help in implementing the Gender policies, projects and programmes and promote Gender mainstreaming activities in the Department of Gender Affairs.

The Interns will perform the following duties;

- i) Assisting in facilitation of Gender mainstreaming activities in the Department of Gender Affairs;
- ii) Promoting gender socio-economic empowerment;
- iii) Assisting in creation of sensitization/awareness on gender Programmes / projects;
- iv) Assisting in monitoring of gender mainstreaming;
- v) Assisting in development of training and promotional materials in conjunction with the Gender Expert on gender approaches;
- vi) Help in ensuring gender integration in the day-to-day activities;
- vii) Provide support to all departments specific to gender mainstreaming, with particular emphasis on helping relevant departments analyze program implications for men and women and ways to address issues;
- viii) Participate in gender-related events (meeting, workshops, conferences) and network within the country in-order to stay updated about gender related development; and
- ix) Any other duties assigned.

QUALIFICATIONS

- i. Bachelor's degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology or any other relevant Social Science from a recognized institution; and
- ii. Proficiency in computer applications.

Job Title: HUMAN RESOURCE ASSISTANT

Vacant Post: One (1)

Terms of Service: Internship (3 months)

Salary: As provided for in the Public Service

Purpose for the Job:

To help in providing quality Human Resource (HR) services and administrative support to attract, develop, motivate and retain a diverse workforce within a supportive work environment for attainment of Ministry' mandate.

The Intern will perform the following duties;

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- i) Verify information relating to recruitment, appointment, transfers, human resource records and staff learning and development;
- ii) Process cases for Human Resource Advisory, Training Advisory and Performance Management Committees and implementation of decisions arising therefrom;
- iii) Enter data and maintain a database relating to staff matters such as recruitment and selection, training and development and departmental budget;
- iv) Issue P9A forms to all employees on annual basis;
- v) Carry out regular checks on validity of documents affecting PAYE like insurance relief certificates, disability exemption certificates;
- vi) Initiate processing of routine correspondence on all matters that relate to staff welfare; and
- vii) Draft HR memoranda and letters.

QUALIFICATIONS

- i) Bachelor's degree in Human Resource Management/Development, Business Administration (Human Resource Management option), a relevant Social Science degree or equivalent qualification from a recognized university

OR

- ii) Diploma /higher diploma in Human Resource Management;
- iii) Proficiency in computer applications

Job Title: CENTRAL PLANNING OFFICER (CPPMU) - ECONOMIST

Vacant Post: One (1)

Terms of Service: Internship (3 months)

Salary: As provided for in the Public Service

Purpose for the Job: The Purpose of the job is to assist in monitoring and evaluation of programmes and projects; coordinating development plans; developing and reviewing strategic plan and annual work-plans; coordination of the implementation of the strategic plan and ensure effective and efficient service delivery.

The Intern will perform the following duties;

- i) Provide economic planning data;
- ii) Assist in carrying out economic analysis;
- iii) Participate in pre-feasibility and feasibility studies;
- iv) Collect, collate and analyze data;
- v) Assist in preparation of work plans; and
- vi) Write and submit reports on specific assignments.

QUALIFICATIONS

- i. Bachelor's degree in any of the following disciplines; Economics, Economics and Mathematics, Economics and Statistics, Finance and Business Administration or its equivalent from a recognized institution; and
- ii. Proficiency in computer applications.

Job Title: SECRETARIAL SERVICE

Vacant Post: One (1)

Terms of Service: Internship (3 months)

Salary: As provided for in the Public Service

Purpose for the Job: The Purpose of the job is to provide secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner.

The Intern will perform the following duties;

- vii) Comply with administrative services policies and procedures;
- viii) Ensuring general cleanliness in offices and Authority's grounds is maintained;
- ix) Liaising with procurement unit to ensure provision of office equipment and materials;
- x) Maintaining and updating furniture and office equipment inventory;
- xi) Facilitate payment of utility bills;
- xii) Generating administrative reports on repairs and maintenance; and
- xiii) Facilitating meetings, conferences and other internal events.

QUALIFICATIONS

- i. Bachelor's Degree in Secretarial Studies or Bachelor of Business Administration or relevant social science from a recognized institution or any other equivalent qualifications from recognized institution

OR

- ii. Higher Diploma in Secretarial Studies from the Kenya National Examinations Council or any other recognized institution

OR

- iii. Diploma in Secretarial Studies from the Kenya National Examinations Council or any other recognized institution.
- iv. Proficiency in computer applications.
- v. Typewriting stages I, II and III and Shorthand Stages II and III will be added advantage

Job Title: ACCOUNTANT

Vacant Post: One (1)

Terms of Service: Internship

Salary: As provided for in the Public Service

Purpose for the Job: The purpose of the job is to provide accounting services and periodic financial reporting to the State Department of Gender Affairs.

The Intern will perform the following duties;

- i) Maintaining books of accounts in accordance with the regulations;
- ii) Verify compiled statistical records for accuracy;
- iii) Process accounting statistics and transactions;
- iv) Maintain an efficient filing system in the department;
- v) Maintain the supplier and payment registers; and
- vi) Dispatch supplier cheques and other correspondence for the department

QUALIFICATIONS

- i. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification

OR

- ii. Certified Public Accountant (CPA) Part II or its approved equivalent
- iii. Proficiency in computer applications.

Job Title: SUPPLY CHAIN MANAGEMENT

Vacant Post: One (1)

Terms of Service: Internship

Salary: As provided for in the Public Service

Purpose for the Job: Assist the Department in managing the supply chain and the necessary procurement plans;

The Intern will perform the following duties;

- i) Keep and maintain records of all procurement transactions – Quotations, LPO's LSO's and procurement requisitions;
- ii) Return Bid securities and un opened financial proposals;
- iii) Update data on all evaluation and procurement committee approvals;
- iv) Maintain master procurement register both soft and hard copies;
- v) Maintain tender register and return of late bids;
- vi) Keep track of LPO's/LSO's, sale and issue of tender documents;
- vii) Photocopy contract documents for distribution to user departments;

QUALIFICATIONS

- i) Degree in Purchasing and Supplies, Supply Chain Management or equivalent from recognized university

OR

- ii) Diploma in Supply Chain Management or its equivalent from a recognized institution;
- iii) Proficiency in Computer Application

Job Title: INFORMATION COMMUNICATION TECHNOLOGY (ICT)
Vacant Post: One (1)
Terms of Service: Internship
Salary: As provided for in the Public Service

Purpose for the Job: To assist in coordinating the ICT function in the Department.

The Intern will perform the following duties;

- i) Install and configure computer hardware, operating systems, applications and networks;
- ii) Customize and update application systems;
- iii) Troubleshoot system and network problems, diagnosing and solving hardware or software faults;
- iv) Maintain the computer hardware; and
- v) Provide basic user support to departments.

QUALIFICATIONS

- i. A Bachelor's degree in any of the following fields: Computer Science/Information Communication Technology (ICT) or any other related disciplines with a bias in computer science from a recognized institution

OR

- ii. A Higher Diploma in Computer Science or its equivalent qualification from a recognized institution

OR

- iii. A Diploma in Computer Science or its equivalent from a recognized institution.

HOW TO APPLY

Interested candidates are invited to submit their cover letter, curriculum vitae attached together with copies of academic and professional qualifications, recommendations and copy of identification card to:

THE PRICIPAL SECRETARY
STATE DEPARTEMNT OF GENDER AFFAIRS
TELPOSTA BUILDING, 4TH FLOOR
P.O. Box 30005-00100
NAIROBI

So as to reach the State Department **on or before 31st May, 2017**

NB: THE STATE DEPARTMENT OF GENDER AFFAIRS IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS. WOMEN, PEOPLE LIVING WITH DISABILITIES, AND THE MARGINALIZED ARE ENCOURAGED TO APPLY.