



## INTERNSHIP OPPORTUNITY

**Vacancy:** Intern- Policy, Legal & Institutional Frameworks

**Department:** Policy, Legal & Institutional Frameworks

**Reports to:** Program Coordinator, Policy, Legal & Institutional Frameworks

**Duty Station:** Nairobi Office

**Duration:** 3 Months with possible extension to a further 3 months.

**Application deadline:** 30<sup>th</sup> August 2018

### **JOB SUMMARY**

Transparency International Kenya (TI-Kenya) is an autonomous chapter in the Transparency International movement, a non-partisan global coalition of like-minded individuals and organizations against corruption with which we share knowledge and exchange ideas for the greater good of Kenya.

The Policy, Legal and Institutional Frameworks programme seeks to contribute to the existence of a conducive operating environment for effective public accountability. The programme's overall objective is 'to support the existence and enforcement of appropriate policy, legal and institutional frameworks through influencing, coalition building, and capacity development'. It seeks to address challenges in the operationalisation of the Constitution of Kenya, various anti-corruption laws and policies and capacity gaps within institutions charged with the fight against corruption.

TI-Kenya seeks to recruit an intern in the Policy, Legal & Institutional Frameworks Department to strengthen the operations of the programme.

### **DUTIES AND RESPONSIBILITIES**

Under the guidance and supervision of the Program Coordinator, Policy, Legal & Institutional Frameworks, the intern will:

1. Assist in logistical and administrative preparation of all project activities including meetings, workshops, public forums and preparation of mission proposals.
2. Sending out correspondence to various stakeholders on need basis.
3. Assist in project documentation including maintaining a photo database for project activities, and ensuring prompt and proper records of all project minutes and reports.
4. Attend and participate in relevant forums and meetings organized by TI-Kenya and partners.

5. Assist in desk review of relevant topics as guided by the supervisor.
6. Maintain an up-to-date list of contacts and profiles of partners and stakeholders relevant for the project.
7. Maintain an active presence of program activities on social media in line with TI-Kenya's social media policy and guidelines.
8. Assist in establishing and maintaining networks of both partners and collaborators.
9. Contribute to team effort by accomplishing related tasks as allocated from time to time.

#### **QUALIFICATIONS, COMPETENCIES & SKILLS**

- A degree in Law from a recognized University.
- Excellent communication skills (oral and written).
- Knowledge of Kenya's governance systems, institutions and their decision making procedures;
- Demonstrated ability to productively interact with different stakeholders and citizens to advance TI-Kenya work
- Organized, detail oriented, able to prioritize and consistently produce high standard work.
- Proficiency in using Ms Office applications
- Demonstrated ability to coordinate several tasks to meet deadlines
- Understanding of data entry
- Good knowledge of TI-Kenya and the environment in which it operates;

#### **HOW TO APPLY**

Interested and qualified candidates are requested to submit one document as an attachment (combining the application letter and CV with at least three professional referees) via email to **hr@tikenya.org** by close of business, **30<sup>th</sup> August 2018**.

Please include the reference **Intern- Policy, Legal & Institutional Frameworks** as the subject of your email applications. Do not attach your testimonials or certificates. Only shortlisted candidates will be contacted.

Please note that TI-Kenya does not charge a fee at any stage of its recruitment process and we do not recruit through recruitment agents.