



## INTERNSHIP OPPORTUNITY

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**Vacancy:** Intern, Mombasa Regional Office

**Reports to:** Senior Regional Officer, Coast

**Duty Station:** Mombasa Office, with regular travel to the field

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

**Application deadline:** 7<sup>th</sup> January 2019.

### 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.

TI-Kenya has established Regional Offices in Kisumu, Eldoret, Mombasa and Nairobi to enhance its presence and impact in these regions. The Regional Offices incorporate the Advocacy and Legal Advice Centres (ALACs) established in collaboration with partners as a strategic initiative aimed at empowering citizens to actively participate in the fight against corruption and demand for accountability.

TI-Kenya seeks to recruit an intern in the ALAC Mombasa office to strengthen the operations of the office.

### Duties and Responsibilities

Under the guidance and supervision of the Senior Regional Officer, the intern will:

1. Conduct client screening and interviews;
2. Support ALAC work on land and corruption;
3. Conduct visits to TI partners and communities to offer strategic advice and guidance on matters affecting such communities in line with TI's mandate;
4. Assist in preparation of reports and minutes of the programme activities;
5. Ensure that all programme documents are filed in an effective and efficient way;
6. Conduct research in TI's core areas of programs i.e. Education, water, Humanitarian aid, land governance, Climate finance governance, the police and extractive industries.
7. Assist in the recording and updating of TI's database and resource centre;
8. Assist in establishing and maintaining networks of both partners and collaborators;

9. Represent the ALAC office in meetings when required;
10. Assist in mobilizing community groups in developing democratic structures of governance and strategic plans for effective service delivery;
11. Contribute to team effort by accomplishing related tasks as allocated from time to time

## QUALIFICATIONS

- A graduate degree in Law from a recognized University with at least one (1) year of proven experience in;
- Participatory community based approaches, dissemination strategies, research and advocacy skills, legal aid, community mobilization and organization.
- Fresh graduates may be considered on the basis of exemplary performance and outstanding skills.

## COMPETENCIES

- Understanding of data entry
- Good knowledge of TI-Kenya and the environment in which it operates;
- Knowledge of Kenya's governance systems, institutions and their decision making procedures;
- Willingness to undertake regular field and other external visits;
- Ability to productively interact with different stakeholders and citizens to advance TI-Kenya work;
- Good oral and writing communication skills both in English and Kiswahili
- Organized, detail oriented, able to prioritize and consistently produce high standard work.
- Familiarity with basic computer packages.

## HOW TO APPLY

Interested and qualified candidates are requested to submit one PDF 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, **7<sup>th</sup> January 2019**.

Please include the reference **Intern, Mombasa Regional Office** as the subject of your email applications. Do not attach your testimonials or certificates. Only shortlisted candidates will be contacted.

*Disclaimer: 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*