



COUNTY ASSEMBLY OF KERICHO

Email: assembly@kericho.go.ke
www.assembly.kericho.go.ke

P.O.BOX 1526,
KERICHO

Tel. No. 0745169000

ADVERTISEMENT FOR INTERNSHIP POSITIONS

The County Assembly of Kericho in line with the government's youth initiative to develop a pool of young talents for the Kenyan labour market is offering recent Bachelor's degree and diploma graduates an exciting opportunity to gain hands – on work experience and develop key employability skills. The Assembly seeks to recruit qualified young, industrious, honest, self-driven, open – minded and readily available 'candidates' to fill the following internship positions for a period of one year (**non – renewable**):-

S/No	Position for Interns	No of Posts	Key qualification
1	Legal	2	Bachelor's Degree in Law and Diploma in Law
2	Research	2	Bachelor's degree in social Science/Economics
3	Public Relations and communication	3	Bachelor's degree/Diploma in mass communication, public relations or any social science.
4	Procurement	2	Bachelor's Degree/ diploma Procurement and Purchasing Management
5	Human Resource/Administra	3	Bachelor's degree in any of the following fields: Human Resource

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	tion		Management, Business Administration, Education, Sociology, Political Science.
6	Hansard/Sign language	2	Bachelor's degree / diploma Linguistics/Social Sciences
7	ICT	2	Bachelor's degree in any of the following fields: Computer Science, Information Technology, Electrical/Electronic Engineering & Relevant certifications
8	Committee services	3	A Bachelor's degree in Social Sciences, Political Science/ Sociology/Economics/Pu blic Administration/ Law/ Business Administration, Education or equivalent qualification from a recognized institution.
9	Registry	2	Bachelor's Degree or diploma in library science
10	Budget office	2	Bachelor of commerce degree or diploma in accounting/Finance/Eco nomics
11	Library	2	Bachelor's Degree or diploma in library science

12	Monitoring and Evaluation	2	Economics/Social Science/M&E
13	Sergeant at arms (SAA)	2	National Youth Service/Criminology & Criminal Justice
14	Finance	2	Bachelor's degree in Finance/Accounting
15	Accounts	2	Bachelor's degree in Finance/Accounting
16	Kitchen	2	Diploma in Hospitality Management

Key duties

- To work closely with departmental heads and staff of the Assembly in the respective departments
- Assist in the programme/work plan implementation at the Assembly and any other task that may be assigned by the head of department

Skills and competencies

- Excellent IT skills, with working knowledge of the Microsoft office tools
- Must be able to work effectively and independently with minimum supervision
- Excellent inter- personal and communication skills
- Proven research, writing and communication capability
- Demonstrate commitment to the work of Assembly
- Fluency in spoken and written English

For more information visit the Assembly website - www.assembly.kericho.go.ke

Qualified candidates can send their application letters together with academic certificates and a detailed CV indicating the department one is applying for and names and telephone contacts of three referees, to reach the undersigned on or before **2nd October 2023**

All applications shall strictly be done online through the following link

<https://kericho.assembly.management/in/>

NB.

1. It is a criminal offence to provide false information and documents for job/intern application.

2. Qualified persons living with disabilities are encouraged to apply.
3. Only shortlisted candidates will be contacted

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