



**MINISTRY OF TRANSPORT, INFRASTRUCTURE, PUBLIC WORKS,  
HOUSING AND URBAN DEVELOPMENT**

**State Department of Public Works**

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Date: 26<sup>th</sup> October, 2018*

**DECLARATION OF INTERNSHIP OPPORTUNITIES AVAILABLE IN THE STATE  
DEPARTMENT OF PUBLIC WORKS**

The State Department of Public Works has declared forty-four (44) Internship Opportunities as follows:

**1. HUMAN RESOURCE MANAGEMENT OFFICER – ( 1 POSITION )**

**Minimum Requirements:**

Bachelor's Degree in Business Administration (Human Resource Management option) or any other relevant qualification from a recognized Institution.

Postgraduate Diploma/Degree in Human Resource/Personnel Management, Industrial Relations, Public/ Business Administration, Government or any other relevant qualification from a recognized Institution will be an added advantage.

**2. ACCOUNTANT (2 POSITIONs)**

**Minimum Requirements:**

Bachelor's Degree in Commerce (Accounting or Finance Option), Business Administration (Accounting Option) from a recognized Institution or any other equivalent and relevant qualification.

Must have passed Certified Public Accountants (CPA) PART II Examination or its equivalent and relevant qualification.

**3. RECORDS MANAGEMENT – ( 1 POSITION)**

**Minimum Requirements:**

Bachelor's Degree in Information Science/Records Management or any of the Social Sciences from a recognized institution.

#### **4. SUPPLY CHAIN MANAGEMENT – (4 POSITIONS)**

##### **Minimum Requirements:**

Bachelor's Degree or Diploma in any of the following disciplines: -Commerce/ Business Administration (Supply Chain Management Option) Procurement or their equivalent from a recognized Institution.

#### **5. ICT – ( 1 POSITION)**

##### **Minimum Requirements:**

Bachelor's Degree or Diploma in any of the following fields: Computer Science/Information Communication Technology, Electrical/Electronic Engineering, Economics, Commerce, Mathematics, Statistics, Physics or other ICT related disciplines with a bias in Computer Science from a recognized institution.

#### **6. ELECTRICAL AND ELECTRONIC ENGINEERS - (5 POSITIONS)**

##### **Minimum Requirements:**

Bachelor's Degree or Diploma in Electrical Engineering or equivalent and relevant qualification from a recognized institution: and

Being registered by Engineers Registration Board as Graduate Engineer will be an added advantage.

#### **7. MECHANICAL ENGINEERS (BUILDING SERVICES) – ( 5 POSITION)**

##### **Minimum Requirements:**

Bachelor's Degree or Diploma in Mechanical Engineering or equivalent and relevant qualification from a recognized institution: and

Being registered by Engineers Registration Board as Graduate Engineer will be an added advantage.

#### **8. STRUCTURAL ENGINEERS-(6 POSITIONS)**

##### **Minimum Requirements:**

Bachelor's Degree or Diploma in Civil Engineering or equivalent and relevant qualification from a recognized institution: and

Being Registered by Engineers Registration Board will be an added advantage.

#### **9. GRAPHIC DESIGNERS-( 1 POSITION)**

##### **Minimum Requirements:**

Bachelor's Degree or Diploma in Design or equivalent and relevant qualification from a recognized institution

#### **10. QUANTITY SURVEYORS-(5 POSITIONS)**

##### **Minimum Requirements:**

Bachelors of Arts degree or Diploma in Building Economics /Quantity Surveying or equivalent and relevant qualification from a recognized institution; and

Being registered by either Board of Registration of Architects and Quantity Surveyors (BORAQS) or the Institute of Quantity Surveyors of Kenya will be an added advantage.

#### **11. ARCHITECTURAL PERSONNEL-(9 POSITIONS)**

##### **Minimum Requirements:**

Bachelor's Degree or Diploma in Architecture or equivalent and relevant qualification from a recognized institution

Being registered by Board of Registration of Architects and Quantity Surveyors (BORAQS) will be an added advantage.

#### **12. FINANCE OFFICERS-(2 POSITIONS)**

##### **Minimum Requirements:**

Bachelors of Arts in Economics( Finance option) from a recognized university;

Bachelor of Commerce/Business Administration ( Finance option) from a recognized university/ institution.

Must have passed Certified Public Accountants (CPA) PART II Examination or its equivalent and relevant qualifications.

#### **13. ECONOMISTS/STATISTICIANS-( 2 POSITIONS)**

##### **Minimum Requirements:**

A minimum of a Bachelor's degree in Economics, or Economics and Mathematics or Economics and Statistics from a recognized university/ institution.

**Other requirements that successful interns will be required to have in line with the Internship Policy and Guidelines for Public Service (2016)**

- ✓ Valid Certificate of Good Conduct;
- ✓ Personal Accident Insurance and Valid Medical Insurance Cover e.g. NHIF;
- ✓ Copy of PIN Certificate;
- ✓ Copy of ID Card or Passport

INTERNSHIP PERIOD: Three (3) to six (6) months.

All the applicants must fulfil the requirements of Chapter 6 of the Constitution on leadership and integrity. People living with disabilities, women and those from marginalised areas are encouraged to apply.

Candidates who meet the above requirements should download and fill out an application form from the Public Service Commission of Kenya internship link ([www.publicservice.go.ke](http://www.publicservice.go.ke)) and submit together with copies of certificates to the address below

**The Principal Secretary  
Ministry of Transport, Infrastructure, Housing and Urban Development  
State Department of Public Works  
P.O. Box 30743-00100  
NAIROBI**

OR

Hand deliver to the Director, Human Resource Management and Development Office, Works Building, 13<sup>th</sup> Floor so as to reach the office on or before **30<sup>th</sup> November, 2018**

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification. The same information can be sought from the Director, Human Resource Management and Development Office, **Works Building, 13<sup>th</sup> Floor**

J.M Gatere

**FOR: CABINET SECRETARY**