

REPUBLIC OF KENYA



MINISTRY OF WATER AND IRRIGATION
STATE DEPARTMENT FOR IRRIGATION

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**RE-ADVERTISEMENT FOR THE FOLLOWING AREAS OF SPECIALIZATION
(INTERN POSTS)**

S/No.	Areas of Specialization	No. of Interns	Remarks
1.	Irrigation and Drainage	4	1/2018
2.	Irrigation and Water Management	4	2/2018
3.	Land and Reclamation	4	3/2018
4.	Human Resource Management and Development	4	4/2018
5.	Accounts	1	5/2018
6.	Supply Chain Management	1	6/2018
7.	Public Communication	1	7/2018
8.	Central Planning	1	8/2018
9.	Administrative Services	1	9/2018
10.	Finance	1	10/2018
11.	Office Administrative Services	2	11/2018
12.	Records Management	1	12/2018
	TOTAL	25	

1. IRRIGATION AND DRAINAGE - 4 INTERNS: (V/NO.1/2018)

(a) Duties and Responsibilities:

An intern at this level will work under a senior and more experienced officer in the performance of his/her duties pertaining to the Department. Specific duties and responsibilities entail collating and compiling data for irrigation planning, organizing farmers meetings for irrigation participatory development, setting up of demonstration plots, identifying irrigation schemes for development, implementing irrigation action plans and undertaking feasibility studies and preliminary investigations.

(b) Requirements for appointment:

For appointment to the above position, a candidate must have:

Bachelor's degree in any of the following disciplines: Agriculture Engineering, Agricultural and Bio Systems Engineering, Soil, Water and Environment Engineering, Environmental

and Bio-Systems Engineering, Bio-mechanical and Processing Engineering, Soil and Water Engineering from a recognized institution

(c) Terms of engagement/appointment:

1. Internship period: 12 months
2. Stipend – Ksh. 25,000/=
3. Subsistence allowance – Ksh.4,000/=

2. IRRIGATION WATER MANAGEMENT – 4 INTERNS (V/NO.2/2018)

(a) Duties and Responsibilities:

An intern at this level will work under a senior and more experienced officer in the performance of his/her duties pertaining to the Department. Specific duties and responsibilities entail collating and compiling data for irrigation planning, updating irrigation water user's associations inventory, identifying and compiling inventory on relevant stakeholders in irrigation water management, promoting appropriate irrigation water management technologies and assist in preparing training materials and disseminating information on irrigation water management.

(b) Requirements for appointment:

For appointment to the above position, a candidate must have:

Bachelor's degree in any of the following disciplines: Soil, Environment and Land Use Management, Agriculture, Horticulture, Agronomy, Agricultural Economics, Agri-Business Management, Agricultural Extension and Education, Agricultural Resource Management, Dryland Agriculture or its equivalent qualification from a recognized institution/university.

(c) Terms of engagement/appointment:

1. Internship period: 12 months
2. Stipend – Ksh. 25,000/=
3. Subsistence allowance – Ksh.4,000/=

3. LAND RECLAMATION – 4 INTERNS: (V/NO.3/2018)

(a) Duties and Responsibilities:

An intern at this level will work under a senior and more experienced officer in the performance of his/her duties pertaining to the Department. Specific duties and responsibilities will entail: disseminating appropriate technologies and innovations; undertaking community mobilization; assisting in conducting of training programmes; assisting in the development of community action plans; creating awareness through campaign and advocacy materials, carrying out field surveys of projects and collecting, collating, storage and dissemination of research findings.

(b) Requirements for appointment:

For appointment to the above position, a candidate must have:

Bachelor's degree in any of the following discipline: Natural Resource Management, Geography, Environment Science, Agriculture, Agricultural Engineering.

(c) Terms of engagement/appointment:

1. Internship period: 12 months
2. Stipend – Ksh. 25,000/=
3. Subsistence allowance – Ksh.4,000/=

**4. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT – 4 INTERNS:
(V/NO. 4/2018)**

(a) Duties and Responsibilities:

An intern at this level will work under a senior and more experienced officer in a section within Human Resource Department. Specific duties and responsibilities entail: verification of information relating to recruitment, appointment, transfers, Human Resource Management records and compliment control, processing cases for the Ministerial Human Resource Management Advisory Committee and assisting in the implementation of the decision.

(b) Requirements for appointment:

For appointment to the above position, a candidate must have:

Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Public Administration, Business Administration, Economics, Education, Sociology, Political Science/Government, Anthropology or any other relevant qualification from a recognized institution.

(c) Terms of engagement/appointment:

1. Internship period: 12 months
2. Stipend – Ksh. 25,000/=
3. Subsistence allowance – Ksh.4,000/=

5. ACCOUNTS– 1 INTERN: (V/NO.5/2018)

(a) Duties and Responsibilities:

An intern at this level will be responsible for performing a variety of accounting work under the guidance of a senior officer. Work will involve preparation and verification of vouchers in accordance with laid down regulations involving primary data entry and routine accounting work such as balancing of cash books, imprest and advances ledgers.

(b) Requirements for appointment:

For appointment to the above position, a candidate must have:

Bachelor's Degree in Commerce (Accounting option), Business Administration (Accounting option) or any other relevant qualification from a recognized institution.

(c) Terms of engagement/appointment:

1. Internship period: 12 months
2. Stipend – Ksh. 25,000/=

3. Subsistence allowance – Ksh.4,000/=

6. **SUPPLY CHAIN MANAGEMENT – 1 INTERN: (V/NO.6/2018)**

(a) Duties and Responsibilities:

An intern at this level will be deployed in a supply chain management department and will work under the guidance of a senior officer. Specific duties and responsibilities will entail issuing and receiving stores, assisting in stock taking, reconciliation, preparation and maintenance of records.

(b) Requirements for appointment:

For appointment to the above position, a candidate must have:

Bachelor's degree in any of the following disciplines: Commerce, Business Administration (Supply Management Option), Economics, Procurement and Supply Management, Marketing or their equivalent from a recognized institution.

(c) Terms of engagement/appointment:

1. Internship period: 3 months
2. Stipend – Ksh. 25,000/=
3. Subsistence allowance – Ksh.4,000/=

7. **PUBLIC COMMUNICATION – 1 INTERN: (V/NO.7/2018)**

(a) Duties and Responsibilities:

An intern at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: assist in building corporate relations, developing content on topical issues and uploading into institutional website, information education communication material and understanding media monitoring, assist in the preparation of media reviews, briefs, press releases/statement and supplements, maintaining public relations records and documents; and participating in event organization.

(b) Requirements for appointment:

For appointment to the above position, a candidate must have:

Bachelor's Degree in Social Science with a post graduate Diploma in Photo Journalism, Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies from a recognized institution.

(c) Terms of engagement/appointment:

1. Internship period: 12 months
2. Stipend – Ksh. 25,000/=
3. Subsistence allowance – Ksh.4,000/=

8. **CENTRAL PLANNING – 1 INTERN: (V/NO. 8/2018)**

(a) Duties and Responsibilities:

An intern at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will involve: providing economic planning data; economic analysis; collection, collation, computerization and analysis of data; writing and submitting reports on specific assignments.

(b) Requirements for appointment:

For appointment to the above position, a candidate must have:

i. Upper Second Class Honours Degree in Economics; or Economics and Mathematics, or Economics and Statistics from a recognized university/institution;

or

ii. An Upper Second Class Honours Degree in any of the subjects enumerated at (i) above with a bias towards Computer Science, Operations Research, Survey Techniques and Demographic Techniques from a recognized university/institution;

or

iii. An Upper Second Class Honours Degree in Statistics with appropriate specialization from a recognized university/institution.

(c) Terms of engagement/appointment:

1. Internship period: 3 months
2. Stipend – Ksh. 25,000/=
3. Subsistence allowance – Ksh.4,000/=

9. **ADMINISTRATIVE SERVICE – 1 INTERN: (V/NO.9/2018)**

(a) Duties and Responsibilities:

An intern at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: general office administration, assisting in handling general public complaints; compiling returns, daily operational and incident reports; collecting and collating data for preparation of speech briefs and report writing.

(b) Requirements for appointment:

For appointment to the above position, a candidate must have:

Bachelor's Degree in any Social Science or its equivalent qualification from a recognized university/institution.

(c) Terms of engagement/appointment:

1. Internship period:3 months
2. Stipend – Ksh. 25,000/=
3. Subsistence allowance – Ksh.4,000/=

10. **FINANCE – 1 INTERN: (V/NO.10/2018)**

(a) Duties and Responsibilities:

An intern at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: compiling and formatting financial estimates; taking initial action on budget monitoring and preparing reports and briefs on budgetary policy issues.

(b) Requirements for appointment:

For appointment to the above position, a candidate must have:

Bachelor's Degree in any of the following: Economics, Commerce (Finance option), Business Administration, Business Management, Finance, Accounts or any other equivalent qualification from a recognized university/institution.

(c) Terms of engagement/appointment:

1. Internship period: 3 months
2. Stipend – Ksh. 25,000/=
3. Subsistence allowance – Ksh.4,000/=

11. **OFFICE ADMINISTRATIVE SERVICES – 2 INTERNS: (V/NO.11/2018)**

(a) Duties and Responsibilities:

An intern at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: taking oral dictation; word and data processing, managing e-office, operating office equipment; handling telephone calls and appointments; maintaining office diary and travel itineraries; managing office protocol; ensuring security of office records, documents and equipment; maintaining an up to date filing system in the office and any other office administrative services duties that may be assigned.

(b) Requirements for appointment:

For appointment to the above position, a candidate must have:

- i. Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized university/institution.

or

- ii. Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution
- iii. Certificate in computer applications from a recognized institution.

(c) Terms of engagement/appointment:

1. Internship period: 3 months

2. Stipend – Ksh.25,000/=
3. Subsistence allowance – Ksh.4,000/=

MINIMUM REQUIREMENTS:

12. RECORDS MANAGEMENT: 1 INTERN: (V/NO.12/2018)

(a) Duties and Responsibilities:

An intern at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: date stamping of all correspondence; collating records; tallying, classifying, collating and delivering of mail; indexing mail, answering to enquiries and requests; filing current correspondence; safe custody of documents, control movement of files and records; facilitate retrieval of records; appraisal of records; transfer of records to archives.

(b) Requirements for appointment:

For appointment to the above position, a candidate must have:

Bachelor's degree in Records management or any other relevant qualification from a recognized Institution.

(c) Terms of engagement/appointment:

1. Internship period: 3 months
2. Stipend – Ksh. 25,000/=
3. Subsistence allowance – Ksh.4,000/=

OTHER REQUIREMENTS:

1. Curriculum vitae
2. Academic and professional certificates
3. Valid certificate of good conduct
4. Personal accident insurance cover for the internship period
5. Pin certificate
6. Identification card or passport
7. Two(2) coloured passport size photographs

Interested candidates who meet the above requirements are requested to make their applications by uploading and filling an application form from the Public Service Commission of Kenya Internship link (www.publicservice.go.ke) and submit the same with endorsed copies of curriculum vitae, academic and professional certificates, valid certificate of good conduct, personal cover for the internship period, Pin certificate, identification card or passport and two (2) coloured size photographs to reach the office of the undersigned on or before 28th February 2018.

The Principal Secretary
State Department for Irrigation
Ministry of Water and Irrigation
P.O. Box 49720-00100
NAIROBI

Or

Hand delivered to the State Department for Irrigation, Records Office, Maji House Building, 6th Floor, Room 608 on or before 28th February, 2018.

NOTE:

The earlier advertisement which appeared in the Daily Nation of 16th January 2018 has been cancelled and those candidates who submitted their application with duly filled internship application form uploaded from PSC website together with the document required in the advertisement NEED NOT APPLY.

Only shortlisted candidates will be contacted, canvassing will lead to automatic disqualification.