

MEDIA ADVERT

REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION

INTERNSHIP OPPORTUNITIES IN THE PUBLIC SERVICE

Public Service Commission wishes to recruit competent and qualified persons to fill the following positions in their respective Ministries, State Department, and Agencies (MDAs) as listed below: -

MDAs	Area of Specialization	No. of Interns	Vacancy No.
1. State Department for Planning	Administration	2	68/2019
	Human Resource Management and Development	1	69/2019
	Records Management/Library	1	70/2019
	Accounts	1	71/2019
	Information Communication Technology	1	72/2019
	Finance	1	73/2019
	Public Communication	1	74/2019
	Supply Chain Management	1	75/2019
	Economics	12	76/2019
2. State Department for Crop Development	Area of Specialization	No. of Interns	Vacancy No.
	Agriculture	22	77/2019
	Agricultural Engineering	16	78/2019
	Information Communication Technology (ICT)	3	79/2019
	Economics/Statistician	1	80/2019
	Records Management	5	81/2019
	Human Resource Management and Development	3	82/2019
3. Ministry of Water and Sanitation (Upper Tana Natural Resources Management Project)	Area of Specialization	No. of Interns	Vacancy No.
	Civil Engineer	1	83/2019

Note

1. For details on the above advertised positions and how to apply, applicants are advised to visit the Commission's jobs portal accessible on: www.publicservice.go.ke or: www.psckjobs.go.ke.
2. Interested and qualified persons should make their applications **ONLINE** so as to reach the undersigned on or before 30th July 2019 at 5:00pm:

THE SECRETARY/CEO
PUBLIC SERVICE COMMISSION
P. O. BOX 30095-00100
NAIROBI.

3. Only shortlisted candidates will be contacted.

NB: Chapter 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities.

ADVERT FOR UPLOAD

REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION

Our Vision

“A citizen-centric public service”

Our Mission

“To reform and transform the public service for efficient and effective service delivery”

INTERNSHIP OPPORTUNITIES IN THE PUBLIC SERVICE

Applications are invited from qualified graduates for the internship opportunities shown below. Interested and qualified graduates are requested to make their applications **ONLINE** through the Commission’s job portal accessible on www.publicservice.go.ke or www.psckjobs.go.ke so as to reach the undersigned on or before 30th July 2019 at 5:00pm.

THE SECRETARY/CEO
PUBLIC SERVICE COMMISSION
P. O. BOX 30095-00100
NAIROBI.

Please Note:

- i. Candidates should **NOT** attach any documents to the application form. ALL the details requested in the advertisement should be filled on the form. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- ii. Only shortlisted and successful candidates will be contacted.
- iii. Canvassing in any form will lead to automatic disqualification.
- iv. The Public Service Commission is committed to implementing the provisions of the Constitution. Chapter 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities.
- v. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- vi. It is a criminal offence to present fake certificates/documents.

Applications should reach the Commission on or before 30th July 2019 (Latest 5.00PM)

INTERNSHIP OPPORTUNITIES IN THE NATIONAL TREASURY AND PLANNING: STATE DEPARTMENT FOR PLANNING

AREA OF SPECIALTY: ADMINISTRATION (2 POSITIONS) - V/NO. 68/2019

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 public complaints; compiling returns, daily operational and incident reports; collecting and collating data for preparation of speech briefs and report writing.

Requirements for Appointment

For appointment to the above position, a candidate must have Bachelor's degree in Public Administration, sociology or its equivalent from a recognized institution.

AREA OF SPECIALTY: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (1 POSITION) - V/NO. 69/2019**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.

Requirements for Appointment

For appointment to the above position, a candidate must have Bachelor's degree in Human Resource Management or its equivalent from recognized institution.

AREA OF SPECIALTY: RECORDS MANAGEMENT/LIBRARY (1 POSITION) - V/NO. 70/2019**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.

Requirements for Appointment

For appointment to the above position, a candidate must have Degree in Information Studies /Science from a recognized Institution.

AREA OF SPECIALTY: ACCOUNTS (1 POSITION) - V/NO. 71/2019**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. Duties and responsibilities will entail 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.

Requirements for Appointment

For appointment to the above position, a candidate must have Certified Public Accountants (k) part III.

AREA OF SPECIALTY: INFORMATION COMMUNICATION TECHNOLOGY (1 POSITION) - V/NO. 72/2019**Duties and Responsibilities**

An intern at this level will work under a senior and more experienced officer in the performance of his/her duties. Specific duties and responsibilities entail writing and testing simple computer programs according to instructions and specifications arising in the implementation of the computer systems, providing user support and training of users, repairs and maintenance of ICT equipment and associated peripheral, monitoring the performance of ICT equipment and reporting any faults for further action.

Requirements for Appointment

For appointment to the above position, a candidate must have Bachelor's Degree in any of the following: - Computer Science, Information Communication Technology; Business Information Technology, or Computer Science from recognized institution.

AREA OF SPECIALTY: FINANCE (1 POSITION) - V/NO. 73/2019

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.

Requirements for Appointment

To qualify for internship for the above position, a candidate must have Bachelor Degree in any of the following areas: - Commerce (Finance option), Business Administration (Finance option), or Chartered Financial Analyst from a recognized institution.

AREA OF SPECIALTY: PUBLIC COMMUNICATION (1 POSITION) - V/NO. 74/2019

Duties and Responsibilities

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

Requirements for Appointment

To qualify for the above position, a candidate must have Bachelor Degree in any of the following areas: - Mass Communication Studies, Communication Studies, International Relations, Journalism, and Public Relations from a recognized institution.

AREA OF SPECIALTY: SUPPLY CHAIN MANAGEMENT (1 POSITIONS) - V/NO. 75/2019

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.

Requirements for Appointment

To qualify for appointment, a candidate must have A Diploma in Procurement/Purchasing or Supply Chain Management from a recognized institution.

AREA OF SPECIALTY: ECONOMISTS (12 POSITIONS) - V/NO. 76/2019

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 involve providing economic planning data; economic analysis; collection, collation, computerization and analysis of data; writing and submitting reports on specific assignments.

Requirements for Appointment

To qualify for appointment, a candidate must have Bachelor's degree in any of the following disciplines: - Economics, Economics and Mathematics, Economics and Finance or Economics and Statistics from recognized institution.

INTERNSHIP OPPORTUNITIES IN THE MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND IRRIGATION: STATE DEPARTMENT FOR CROP DEVELOPMENT

AREA OF SPECIALTY: AGRICULTURE (22 POSITIONS) - V/NO. 77/2019

Duties and Responsibilities

An intern at this level will work under a senior and more experienced officer in the performance of their duties pertaining to the area of specialization. Specific duties and responsibilities will entail collecting, collating agriculture information and inputting into the database; collecting and packaging of new and existing agricultural technologies for dissemination; and preparing draft crop production and national food security reports.

Requirements for Appointment

For appointment to the above position, a candidate must have:- Bachelors of Science degree (BSc) in any of the following disciplines: - Agriculture; Agronomy; Agribusiness Management and Enterprise Development; Agribusiness Management; Agribusiness; Agricultural Economics and Rural Development; Agricultural Extension and Education; Agricultural Marketing; Agricultural Resource Management; Agriculture and Extension; Agriculture and Home Economics; Agriculture and Human Ecology; Agriculture Economics; Crop Protection; Dry-land Resource Management; Dry-land Agriculture and Enterprise Development; Farm Management; Home Economics; Horticulture; Food Science and Technology or other equivalent qualification from a recognized institution.

AREA OF SPECIALTY: AGRICULTURE ENGINEERING (16 POSITIONS) - V/NO. 78/2019

Duties and Responsibilities

An intern at this level will work under a senior and more experienced officer in the performance of their duties pertaining to the area of specialization. Specific duties and responsibilities will entail collecting agricultural engineering field data for verification and analysis; conducting survey for engineering works; carrying out preliminary design of agricultural engineering works; carrying out repairs and maintenance of machines and equipment; and conducting on-farm trials and demonstrations.

Requirements for Appointment

For appointment to the above position, a candidate must have Bachelors of Science (BSc) degree in any of the following disciplines: - Agricultural Engineering; Agricultural and Biosystems Engineering or equivalent qualification from a recognized institution.

AREA OF SPECIALTY: INFORMATION COMMUNICATION TECHNOLOGY (3 POSITIONS) - V/NO. 79/2019

Duties and Responsibilities

An intern at this level will work under a senior and more experienced officer in the performance of his/her duties. Specific duties and responsibilities entail writing and testing simple computer programs according to instructions and specifications arising in the implementation of the computer systems, providing user support and training of users, repairs and maintenance of ICT equipment and associated peripheral, monitoring the performance of ICT equipment and reporting any faults for further action.

Requirements for Appointment

For appointment to the above position, a candidate must have: - Bachelor's Degree in any of the following: - Computer Science/Information Communication Technology; Electronic and electrical Engineering, Economics; Commerce; Mathematics; Statistics; Physics or other ICT related discipline with a bias in Computer Science from recognized institution.

AREA OF SPECIALTY: ECONOMICS/STATISTICIAN (1 POSITION) - V/NO. 80/2019

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.

Requirements for Appointment

For appointment to the above position, a candidate must have: - A minimum of Upper Second Class Honour degree in Economics and Mathematics or Economics and Statistics from recognized institution.

AREA OF SPECIALTY: RECORDS MANAGEMENT (5 POSITIONS) - V/NO. 81/2019

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.

Requirements for Appointment

For appointment to the above position, a candidate must have Bachelor's degree in Information Science/Records Management or any of the Social Sciences from a recognized Institution.

AREA OF SPECIALTY: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (3 POSITIONS) - V/NO. 82/2019

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.

Requirements for Appointment

For appointment to the above position, a candidate must have Bachelor's degree in either Human Resource Management, Human Resource Development, Human Resource Planning, Public Administration, Business Administration, Economics, Education, Sociology, Political Science/Government or Anthropology from recognized University.

INTERNSHIP OPPORTUNITIES IN THE MINISTRY OF WATER AND SANITATION (UPPER TANA NATURAL RESOURCES MANAGEMENT PROJECT)

AREA OF SPECIALTY: CIVIL ENGINEERING (1POSITION) - V/NO. 83/2019

Duties and Responsibilities

An intern at this level will work under the guidance and supervision of a senior officer. Specific duties and responsibilities will entail carrying out feasibility studies; data collection and analysis for water, sewerage and sanitation projects; planning and design; monitoring and evaluation of water, sewerage and sanitation projects; and support the water service board in project management.

Requirements for Appointment

- i. To qualify for the above position, a candidate must have Bachelor Degree in any of the following disciplines: - Civil Engineering, Agricultural and Biosystems Engineering or Water Engineering from a recognized institution; and a
- ii. Certificate in Computer applications from a recognized institution.

OTHER REQUIREMENTS/CONDITIONS FOR ALL INTERNS

Duration of internship

Internship period for all the advertised positions is standard **twelve (12)** months or the duration prescribed by the institution or professional body that regulates the profession in which the intern is seeking registration.

Eligibility for Internship

Eligible Candidates include:

- i. Unemployed Kenyan graduates who have completed their degree courses and have not been exposed to work experience related to their area of study;
- ii. graduates of degree and diploma programmes, for whom internship is a requirement for registration by their respective professional bodies;
- iii. Graduates who have not benefited from the programme; and

Medical Insurance Cover

All successful interns will be expected to have the National Hospital Insurance Fund (NHIF) medical insurance cover or any other from a reputable medical insurance firm.

Security/Vetting

At the time of reporting, successful interns shall be required to produce:

- i. Original academic Certificates;
- ii. Valid certificate of good conduct from the Directorate of Criminal Investigation;
- iii. National Identity Card (ID) or Passport;
- iv. PIN certificate from Kenya Revenue Authority;
- v. two (2) colored passport size photographs; and
- vi. Shall be vetted and sign a standardized security declaration form.

Intern Entitlements

Successful interns will be entitled to:

- i. sick leave, annual leave and compassionate leave as applicable in the prevailing public service regulations;
- ii. Payment of monthly stipend and subsistence allowance when out of duty station at the rates prescribed in the public service guidelines; and
- iii. Certificate of Internship Program.