



Telephone: (020) 2223901  
When replying quote  
E-mail: [psck@publicservice.go.ke](mailto:psck@publicservice.go.ke)  
Fax: No. 214791

COMMISSION HOUSE  
HARAMBEE AVENUE  
P.O. Box 30095 - 00100  
NAIROBI

Ref No: PSC/GEN/1 (49)

9<sup>th</sup> July, 2019

All Cabinet Secretaries  
All Principal Secretaries  
The Solicitor General

**RE: MANAGEMENT OF INTERNSHIP OPPORTUNITIES IN THE PUBLIC SERVICE**

Article 234 of the Constitution and Section 11 of the PSC Act, 2012, mandates Public Service Commission to formulate and review policies necessary for the achievement of its functions. One of the policies institutionalized in the service by the Commission is the Internship Policy and Guidelines which seeks to: -

- (i) Ensure a well-structured and coordinated Internship programme;
- (ii) Provide a framework and standards applicable to all Interns;
- (iii) Ensure effectiveness and efficiency in implementation and management of Internship programme; and
- (iv) Provide a framework for monitoring, evaluating and reporting for improvement and sustainability of Internship programmes.

The Commission has further resolved to revamp, deepen and streamline the Internship programme in the public Service which constitutes a key reform measure for the achievement of the Government agenda on Youth unemployment. Going forward, the Commission shall take charge of the recruitment of Interns and oversee their management under a robust framework.

Please ensure that, with effect from the date of this letter, all Internship opportunities available in your Ministry, State Department or Agency (MDA) are declared through a Soft Copy for advertising and processing through the Commission Recruitment and Selection System using the attached template/format which may be accessed on the Commission's job portal: [www.publicservice.go.ke](http://www.publicservice.go.ke) or [www.psckjobs.go.ke](http://www.psckjobs.go.ke). The form also contains details of other mandatory requirements for application.



Meanwhile, the Commission together with the stakeholders is in the process of reviewing the current Internship Policy and Guidelines to make it more comprehensive.

The purpose of this circular is to communicate the decision for you to note the shift in policy and ensure compliance.



SIMON ROTICH, EBS  
AG. SECRETARY/CEO  
PUBLIC SERVICE COMMISSION

Copy to: Dr. Joseph K. Kinyua, EGH ✓  
Chief of Staff and Head of Public Service  
Executive Office of the President  
State House  
NAIROBI.

**FORMAT FOR DECLARING INTERNSHIP OPPORTUNITIES TO THE PUBLIC SERVICE COMMISSION** (To be submitted in both hard and **soft copies** one (1) month before the intended date of advertising)

**1. MEDIA ADVERT**

**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 persons for internship opportunities in the following Ministries/State Departments/Agencies (MDAs).

<b>MDA</b>	<b>Area of Specialization (Examples)</b>	<b>No. of Interns</b>
<b>1. State Department</b> .....	Administration	
	Human Resource Manager	
	Records Management/Library	
	e.t.c.	
	<b>Total</b>	<b>..... (in words)</b>
<b>2. State Department</b> .....	Agriculture	
	Agricultural Engineering	
	Information Communication Technology (ICT)	
	e.t.c.	
	<b>Total</b>	<b>..... (in words)</b>
<b>3. Ministry of</b> .....	Engineer (Civil)	
	Engineer (Roads)	
	e.t.c	
	<b>Total</b>	<b>..... (in words)</b>

**Note**

- 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](http://www.publicservice.go.ke) or: [www.pscjobs.go.ke](http://www.pscjobs.go.ke).
- Interested and qualified persons should make their applications **ONLINE** so as to reach the undersigned on or before ..... 20..... at 5:00pm:  

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

**2. ADVERT FOR UPLOADING ON PSC/GAA WEBSITE**

**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 persons for the internship opportunities shown below.

4. Interested and qualified graduates are requested to make their applications **ONLINE** through the Commission’s job portal accessible through [www.publicservice.go.ke](http://www.publicservice.go.ke) or [www.pscjobs.go.ke](http://www.pscjobs.go.ke) Interested and qualified persons should make their applications **ONLINE** to:

THE SECRETARY/CEO  
PUBLIC SERVICE COMMISSION  
COMMISSION HOUSE  
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** ..... **20..... (Latest 5.00PM)**

**INTERNSHIP OPPORTUNITIES IN THE MINISTRY OF .....**

**1. Name of the post** \_\_\_\_\_ **(..... Position(s))**

**Duties and Responsibilities**

.....  
.....  
.....  
.....

**Requirements for Appointment**

.....  
.....  
.....  
.....

**2. Name of the post** \_\_\_\_\_ (**..... Position(s)**)

**Duties and Responsibilities**

.....  
.....  
.....  
.....

**Requirements for Appointment**

.....  
.....  
.....  
.....

**3. Name of the post** \_\_\_\_\_ (**..... Position(s)**)

**Duties and Responsibilities**

.....  
.....  
.....  
.....

**Requirements for Appointment**

.....  
.....  
.....  
.....

**4/5/6. Other posts** .....

**INTERNSHIP OPPORTUNITIES IN THE MINISTRY OF .....: (STATE DEPARTMENT FOR .....)**

**1. Name of the post** \_\_\_\_\_ (**..... Position(s)**)

**Duties and Responsibilities**

.....  
.....  
.....  
.....

**Requirements for Appointment**

.....  
.....  
.....  
.....

**2. Name of the post** \_\_\_\_\_ (**..... Position(s)**)

**Duties and Responsibilities**

.....  
.....  
.....

**Requirements for Appointment**

.....  
.....  
.....

**3. Name of the post** \_\_\_\_\_ (**..... Position(s)**)

**Duties and Responsibilities**

.....  
.....  
.....

**Requirements for Appointment**

.....  
.....  
.....  
.....

**4/5/6. Other posts** .....

**INTERNSHIP OPPORTUNITIES IN THE MINISTRY OF ..... (..... PROJECT/AGENCY)**

**1. Name of the post** \_\_\_\_\_ (**..... Position(s)**)

**Duties and Responsibilities**

.....  
.....  
.....

**Requirements for Appointment**

.....  
.....  
.....

**2. Name of the post** \_\_\_\_\_ (**..... Position(s)**)

**Duties and Responsibilities**

.....  
.....  
.....

**Requirements for Appointment**

.....  
.....  
.....



.....  
.....  
**3. Name of the post \_\_\_\_\_ (..... Position(s))**

**Duties and Responsibilities**

.....  
.....  
.....

**Requirements for Appointment**

.....  
.....  
.....

**4/5/6. Other posts .....**

**OTHER REQUIREMENTS/MANDATORY 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.