

INTERNSHIP OPPORTUNITY

Post title: Communication intern

Duty Station: Kenya Women Parliamentary Association (KEWOPA)

Duration: Short term (3-6 months)

Duties and Responsibilities

Under supervision of the Project Officer-communications and directly reporting to the Programme Coordinator, the intern will provide support for activities relating to communications, advocacy, media and resource mobilization. Duties will include but not limited to:

- Writing and editing of website stories
- Supporting the production of content, media briefs
- Helping with additional communication products such as feature articles, drafting of op-ed type articles etc.
- Developing social media advocacy platforms
- Helping with the editing of additional website content information
- Assisting in events and media inquiries, including media outreach
- Collating media coverage and website statistics, assisting in analysis
- Attending Communication group meetings
- Developing content including images and videos for website and advocacy materials
- Helping to organize meetings, trainings and events to promote wider cooperation with donors, foundations, the private sector and government partners
- Providing a day-to-day support to the activities of the office

Qualifications

Candidates for the Internship Programme will be selected on a competitive basis.

Candidates may apply before completion of their undergraduate studies but the following minimum qualifications are required by the internship start date:

1. Holds a first university degree or equivalent or is enrolled in a graduate degree programme of a recognized institution in fields related to journalism, communications, media studies, political and social sciences, economics, international relations or other relevant programmes
2. Excellent knowledge of English and Kiswahili with fluency in speaking, reading and writing.
3. Strong interest in working in Parliaments, particularly on legislations and gender empowerment
4. IT competence and command of main office software programmes
5. Internet communication and searching skills
6. Social media skills
7. Ability to work in a multi-cultural environment and a strong team working capacity.

Remuneration

Interns will be entitled to compensation for work travel only and will not receive a salary and/or periodic emoluments.

Terms of Appointment

Duration of the internship is 6 months. Participating interns are required to work fulltime during office hours. Time is allowed for outside research work and interviews.

To apply, interested persons must forward the following online to recruitment@kewopa.org by 12th October, 2017.

- Application letter
- Proof of continuing studies (i.e. a letter of confirmation from a university) / Degree certificate copy
- Curriculum Vitae (CV)

The Kenya Women Parliamentary Association (KEWOPA)

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