



# KENYA ACCREDITATION SERVICE

(A STATUTORY ORGANIZATION OF GOVERNMENT)

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Longonot Road, Off Kenya Road

P.O. Box 47400-00100 GPO Nairobi, Kenya

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## INTERNSHIPS

The Kenya Accreditation Service (KENAS) is a state corporation established vide Legal notice No.55 of May 2009 to provide accreditation services to conformity assessment bodies like testing laboratories (including medical testing), inspection and certification bodies, proficiency test service providers among others.

KENAS is offering recent Graduates and Diploma holders an exciting opportunity to gain hands-on experience and develop key employability skills that will help them stand out in the current labor market. The KENAS internship program is in line with the Government's Youth Initiative to develop a pool of young talent for the Kenyan Labor Market. KENAS will provide an opportunity for the interns to learn and gain experience in the conformity assessment arena. Internships are offered in various divisions depending on needs and capacity of the offices to receive and supervise the interns and provide them with meaningful assignments. The internship opportunities are available for a maximum period of three months.

Applications are encouraged from those who meet the requirements of Chapter 6 of the Constitution of Kenya on leadership and Integrity – Equal opportunities will be accorded, and therefore people living with disabilities, women and those from marginalized areas are encouraged to apply.

## ELIGIBILITY:

In order to be considered for internship at KENAS, candidates must meet the following eligibility criteria:

1. Applicants should have recently graduated with a Degree or a Diploma or any other relevant qualification from a recognized institution
2. Applicants to apply for the positions using internship cover/ application letter and attach the following:-
  - Attach a Curriculum Vitae on the cover/application letter
  - Attach a copy of National Identity Card (ID) or copy of Passport; and
  - Attach a copy of a valid police clearance certificate (Certificate of good conduct) from Directorate of Criminal Investigation.
3. Specific requirements:
  - a. **Technical (1 position):** Undergraduate or Post graduate in Medical Microbiology, Food Science, Laboratory Science and any other relevant qualifications.
  - b. **Non-Technical (4 positions):**
    - Finance and Accounting: Bachelor's Degree in Commerce and Accounting of Finance option or Certified Public Accountant II (CPA II).
    - Human Resource: Bachelor's Degree in Human Resource Management, Business Administration (Human Resource Management), Personnel Management.
    - Procurement: Bachelor's Degree in Commerce, Business Administration (Supply Chain Management Option)
    - Information Communication Technology (ICT): Bachelor's Degree in Information Communication Technology or any other ICT related discipline with a bias in Information Communication Technology.

#### **DURATION:**

The internship shall be for a period of 3 months. **An allowance 25,000 is payable per month for a maximum of three (3) months.**

#### **MEDICAL INSURANCE:**

Before the start of the internship, candidates are responsible for arranging medical insurance, including personal accident cover and for providing proof to KENAS of a valid medical insurance covering the internship period.

## **APPLICATION SUBMISSION**

Deadline: on or before **29 June 2018**.

Candidates who meet the requirements should send their applications by email to

The Chief Executive Officer  
Kenya Accreditation Service (KENAS)  
P. O. Box 47400 – 00100  
**NAIROBI**

Email: [recruitment@kenyaaccreditation.org](mailto:recruitment@kenyaaccreditation.org)

### **Please note that:**

Incomplete applications shall not be accepted. Canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted. Shortlisted candidates shall be required to produce originals of their National Identity card, Academic /Professional Certificates and Transcripts during interviews.

***KENAS does not guarantee employment after completion of the three (3) months internship program.***