



Kenya Accreditation Service (KENAS) is a State Corporation established through Legal Notice No. 55 of 2009 under the State Corporation Act (Cap. 446 of the Laws of Kenya) as the sole National Accreditation Body for Kenya. Our mission is to provide greater confidence in accredited conformity assessment services to businesses, government, regulators, consumers, and the public through an internationally recognised accreditation system.

In line with the Kenya National Youth Policy, we seek to offer recent graduates and diploma holders an opportunity to learn, gain on-the-job experience, knowledge, focus their careers, enhance their professional development, build contacts and networks in the domain of accreditation and conformity assessment.

The KENAS internship programme is for an initial period of three (3) months renewable on performance evaluation. The internship is a full-time engagement and tenable from **Monday 2nd September 2019** in one or more of the following functional areas: Executive Office; Legal Services; Accreditation; Industry Training; Finance and Accounting; Human Resource; Information Technology; Marketing; Procurement; and Registry.

Internship areas and qualifications

- **Ref.: 2019/INT/01 – Strategy and Planning** (1 position):
Undergraduate or postgraduate degree in Strategic Management, Public Administration, Project Planning, Economics, Public Policy or equivalent related fields from a recognised institution.
- **Ref.: 2019/INT/02 – Legal Services** (1 position):
Undergraduate degree in Law from a recognised institution with a diploma from the Kenya School of Law or a continuing student at the Kenya School of Law.
- **Ref.: 2019/INT/03 – Information Technology** (1 position):
Undergraduate degree or diploma in Information Technology (IT) or ICT related fields, with good knowledge of ICT project management in the ICT environment, and with relevant certifications from a recognised institution.
- **Ref.: 2019/INT/04 – Accreditation Services** (4 positions):
Undergraduate or postgraduate degree in Engineering, Science (Chemistry, Food, Biochemistry, Microbiology, Medical Microbiology), Laboratory Management, Quality Management, Technology or equivalent related qualification from a recognized institution.

- **Ref.: 2019/INT/05 – Industry Training** (1 position):
Undergraduate or postgraduate degree in Education, Training or Learning and Development, Public Administration, or equivalent qualification in a related field from a recognised institution, with knowledge of capacity building and training programme management, adult learning, instructional or curriculum design and delivery methodologies.
- **Ref.: 2019/INT/06 – Finance and Accounting** (1 position):
Undergraduate degree in Commerce and Accounting of Finance option and at least Certified Public Accountant II (CPA II) from a recognised institution.
- **Ref.: 2019/INT/07 – Human Resource** (1 position):
Undergraduate or postgraduate degree in Human Resource Management, Business Administration (Human Resource), Personnel Management or equivalent related fields from a recognised institution.
- **Ref.: 2019/INT/08 – Procurement and Stores** (1 position):
Undergraduate degree or diploma in Supply Chain Management, Procurement or related fields from a recognised institution.
- **Ref.: 2019/INT/09 – Registry** (1 position):
Undergraduate degree or diploma in Records Management, Information Management, Library Science or its equivalent qualification in a related field from a recognised institution.

Eligibility and application requirements

1. Applicants should be undergraduate or postgraduate or diploma holders from a recognised institution who have recently graduated or continuing students seeking industry professional qualifications.
2. Applicants should be a Kenyan youth between 20 to 34 years of age.
3. Applicants should have graduated within the last three (3) years or should not have undertaken any other internship programme directly related to their area of study since graduation.
4. Your application for this internship must include an application Cover email or letter. The Cover email or Letter should state:
 - a) Title of the degree or diploma, and the graduation date;
 - b) Why you are a suitable candidate for the specific internship;
 - c) Explain your interest in the KENAS Internship programme, include any relevant courses studied (if any); and
 - d) Computer literacy and proficiency in Microsoft Office suite.

5. Applicants must attach the following documents:
 - a) Curriculum Vitae (up to date);
 - b) Copies of academic certificates and transcripts;
 - c) Copy of National Identity Card (ID) or Passport;
 - d) Copy of a recommendation or reference letter from the learning institution attended; and
 - e) Copy of a valid Police clearance certificate from Directorate of Criminal Investigation.

Application procedure and deadline: 31st July 2019

Interested candidates should submit their applications by any of the following means indicating the reference number and the area of internship in the subject line:

By Email to recruit@kenyaaccreditation.org

Or sent by Mail addressed to:

The **Chief Executive Officer**

Kenya Accreditation Service (KENAS)

Embankment Plaza, 2nd Floor, Longonot Road

P. O. Box 47400 NAIROBI 00100

Or hand-delivered to:

KENAS Office, 2nd Floor, Embankment Plaza, Longonot Road, Upper Hill

All application should reach us no later than

Wednesday, 31st July 2019 at 17h00.

Important information to note

- a) *INCOMPLETE applications will NOT be considered or reviewed;*
- b) *ONLY successful candidates will be contacted;*
- c) *Successful candidates will be required to complete the minimum of three months' internship without a break to fully benefit from the programme;*
- d) *Successful candidates will be required to arrange medical and accident insurance cover before the start of the Internship programme;*
- e) *Successful candidates will receive a monthly allowance of KES 25,000; and*
- f) *KENAS will NOT offer employment after completion of the internship programme;*

KENAS promotes and upholds the National Values of inclusivity, equality and non-discrimination – there is no restriction on the eligibility of female or male candidates, and applications from Persons with Disabilities (PWD) are strongly encouraged.