

**Posting Title: Admin Internship**  
**Department/Office: Finance & Admin Department**  
**Duty Station: Nairobi**

### **Background**

The National Taxpayers Association (NTA) is an independent, non-partisan organization focused on promoting good governance in Kenya. Since 2006, NTA has been implementing programmes focused on enhancing public accountability through monitoring the quality of public service delivery and the management of devolved funds. It has achieved this through the development of social accountability tools (Citizen Report Cards), civic awareness, citizen capacity-building, and partnerships with government agencies, service providers, private sector, civil society and community action groups.

Through its internship program, NTA provides interns with an overview of its strategic program areas and gives them the chance to work alongside NTA staff members in an engaging and educational environment. For this reason, NTA is accepting applications from suitably qualified candidates for the position, for a period of three months, with the possibility of an extension.

### **Responsibilities**

Under the direct supervision of the Administrative Secretary, the intern will be trained and given an opportunity to learn and assist in the handling administrative duties which broadly include:

#### **Administration**

- Assists to coordinate various activities related to the acquisition of goods and services for the office,
- Prepares, processes, and follows up on administrative arrangements related to the consultants and individual contractors
- Maintains up-to-date work unit files on teams' Folder
- Ensure correct tracking of all Office equipment and fixed assets in a timely manner, and ensure all relevant equipment is covered by the relevant insurance policy.
- Maintains, on an ongoing basis, the list of intangible property, including active subscriptions and licenses, and landline extensions, ensuring timely renewal or deactivation.
- Issuance and recording of office stationery

### **Competencies**

#### Communication Skills

- Speaks and writes clearly and effectively.
- Excellent telephone etiquette
- Listens to others, correctly interprets messages from others and responds appropriately.
- Asks questions to clarify, and exhibits interest in having two-way communication.
- Tailors language, tone, style and format to match the audience.
- Demonstrates openness in sharing information and keeping people informed.

#### Teamwork

- Works collaboratively with colleagues to achieve organizational goals and objectives
- Solicits input by genuinely valuing others' ideas and expertise;
- is willing to learn from others.
- Place team agenda before personal agenda.
- Supports and acts in accordance with the final group decision, even when such decisions may not entirely reflect one's own position.

- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and organizing:

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments;
- adjusts priorities as required.
- Allocates appropriate amount of time for completing assigned work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently
- Proficiency in Microsoft office

**Qualifications**

- Bachelor's degree in Administration/Procurement / or any other related field/should be a 4<sup>th</sup> year student or have already graduated
- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which includes a willingness to try and understand and be tolerant of differing opinions and views.

**Terms and Conditions**

- Interns work three days per week under the supervision of a staff member in the department or office to which they are assigned. Must have a good and functional laptop
- The Internship position is an unpaid position. However, the organization will facilitate costs that are directly related to executing the assigned work.

*All interested applicants should send their cover letter and CV to [jobs@nta.or.ke](mailto:jobs@nta.or.ke) on or before 31st January 2025*