



Posting Title: Program Internship **Department/Office:** Program Department. **Duty Station:** Kisumu

Background

The National Taxpayers Association (NTA) is an independent, non-partisan organisation dedicated to promoting good governance in Kenya. Since 2006, NTA has implemented a programme aimed at enhancing public accountability by monitoring the quality of public service delivery and the management of devolved funds. It has accomplished this by developing social accountability tools (Citizen Report Cards), raising civic awareness, building citizen capacity, and establishing partnerships with government agencies, service providers, the private sector, civil society, and community action groups. Through its internship programme, NTA offers interns an overview of its strategic programme areas and provides them with the opportunity to work alongside NTA staff members in an engaging and educational environment. As a result, NTA is accepting applications from suitably qualified candidates for the position for three months, with the possibility of an extension.

Responsibilities

The intern will work closely with the staff in the department while being exposed to the following areas to develop their skills: -

- ✓ Project activity implementation;
- ✓ Policy analysis and advocacy;
- ✓ Stakeholder engagements;
- ✓ Project activity and donor report writing;
- ✓ Project budget and proposal development; and
- ✓ Develop, execute, and report social media engagement plans.

Qualifications

Applicants should have;

- ✓ Bachelor's degree in Political Science, Public Administration, Public Policy, Economics, Development Studies, social science, or comparable relevant courses.
- ✓ Basic data analysis and visualisation skills;
- ✓ Strong ethics with the ability to manage confidential data;
- ✓ Good written, oral communication and report writing skills;
- ✓ Good time management and organizational skills;
- ✓ Passionate learner and self-starter (should be comfortable owning your projects and have a 'learner-focused' mindset);
- ✓ Excellent written and spoken English and Kiswahili; and
- ✓ Must have the ability to work as part of a team.

Terms and Conditions

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

All interested and qualified candidates are invited to **submit a single document** containing their cover letter and CV, along with at least three professional referees, via email to jobs@nta.or.ke by **26th March 2025**. Please ensure that the reference "**Program Intern – Kisumu**" is included as the subject of the email application.

Applications from qualified female candidates are strongly encouraged and welcomed.