

**Posting Title:** Programmes Internship  
**Department/Office:** Programme 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, 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.

### **Position Purpose**

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 social science - Economics/Political Science/Development Studies/Public Administration/Project Management; or a relevant field of study;
- Basic data analysis and visualization skills;
- Strong ethics with 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 per week under the supervision of a staff member in the department or office to which they are assigned.

- The Internship position is an unpaid position. However the organization will facilitate costs that are directly related in executing the assigned work.

*All interested applicants should send their cover letter and CV to [admin@nta.or.ke](mailto:admin@nta.or.ke) on or before 26<sup>th</sup> January 2024*