



Posting Title: Program Internship (2 positions)

Department/Office: Programs 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 programs 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, the 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 this position, for a period of three months, with the possibility of extension based on performance.

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 a minimum of one or more of the following degrees from a recognized university.

- Bachelor's degree in social sciences – Law/Economics/Political Science/Development

Studies/Public Administration/Project Management; or a relevant field of study;

- Basic data analysis and visualization 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.

Desirable competencies

Communication Skills

- Speaks and writes clearly and effectively.
- 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.
- 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 an 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

Other attributes

- Self-driven
- Innovative
- Flexible
- Able to work with minimal supervision
- Experience in research will be an added advantage.

Terms and Conditions

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

All interested applicants should send their motivation letter and CV to hr@nta.or.ke on or before 2nd September 2025