



Posting Title: Procurement 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 programs aimed at enhancing public accountability by 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, 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 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 allowed to learn and assist in the handling of procurement duties, which broadly include:

• Procurement Documentation and Process Support:

- Assist in preparing procurement documents such as Request for Quotations (RFQs), bid summaries, and purchase orders.
- Support the drafting of various types of contracts (consultancy, construction, services).
- Learn and assist in collecting quotes and bids from vendors in accordance with CARE procurement policies.

. Vendor and Contract Management:

- Support the enrichment and organization of the vendor database across multiple categories.
- Maintain accurate records of vendor information, contracts, quotations, and purchase requisitions.
- Assist in tracking contract execution and compliance.

. Payment and Financial Coordination:

- Help in organizing documentation required for timely payments to vendors and consultants.
- Follow up with program teams on pending or missing documentation.
- Ensure that payment-related files are complete, accurate, and accessible for audit purposes.

. Filing and Archiving:

- Maintain a well-organized filing system for procurement-related documents.
- Support digitization and secure storage of key procurement records for easy retrieval.

. Administrative and Coordination Support:

- Assist in the coordination between the procurement team and other departments.
- Help with logistical arrangements related to vendor communication and document printing.

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 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

Qualifications

Applicants should have a minimum of the following degree from a recognized University

- Bachelor's degree in Procurement/supply chain management or any other related field
- 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

- 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 cover letter and CV to hr@nta.or.ke on or before 2nd September 2025