



MINISTRY OF ENVIRONMENT AND FORESTRY

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**NHIF BUILDING
RAGATI ROAD
P.O. BOX 30126
NAIROBI**

Ref: DENR/HRM/19/VOL.I
Date: 11th January, 2019

**All Cabinet Secretaries
The Secretary/CEO, PSC (K)**

INTERNAL ADVERTISEMENT FOR THE FOLLOWING INTERNSHIP POSITIONS

Applications are hereby invited from suitably qualified persons for the positions indicated below;

- 1. Environment Law Intern - Two (2) Positions**
- 2. Communications Intern - Two (2) Positions**
- 3. Information, Communication and Technology Intern - Two (2) Positions**

Interested and qualified persons are requested to submit their applications; together with copies of their curriculum vitae, academic and professional certificates to the Office of the undersigned, on or before 11th February, 2019;

The Cabinet Secretary
Ministry of Environment and Forestry
P.O Box 30126-00100
NAIROBI

OR:

Hand Delivered to the Ministry's Central Registry, NHIF Building, 13th Floor, Room 1303.

DETAILS OF THE POSITIONS:

i TITLES, AND NUMBER OF VACANCIES:

1. Environment Law Intern - Two (2) Positions
2. Public Communications Intern - Two (2) Positions
3. Information, Communication and Technology Intern - Two (2) Positions

Consolidated Salary: Kshs. 25,000 per month

Terms of Engagement – Twelve (12) months contract

ii DUTIES, RESPONSIBILITIES AND REQUIREMENTS FOR THE POSITIONS:

1. Environment Law Intern – Two (2) Posts

Duties and Responsibilities

Duties and responsibilities will entail: -assisting in collecting and collating data and information on treaties, conventions, statutes and regulations related to environment and natural resources; participating in environmental awareness creation and advocacy; and assisting in writing periodic reports.

Requirements

For appointment to the position, a candidate must have:-

- i. Bachelors Degree in Environmental Law from a recognized institution;
- ii. Certificate in Computer application skills.

2. Public Communications Intern (required specialization: news media, digital media and social media) – Two (2) Positions

Duties and Responsibilities

Duties and responsibilities will entail:- assisting in building corporate relations; assisting in developing content on topical issues for uploading onto the Ministry's website, Information Education Communication (IEC) materials and undertaking media monitoring;

assisting in the preparation of media reviews, briefs, press releases/statements and supplements; assisting in maintaining public relations records and documents; and participating in event organization.

Requirements

For appointment to the position, a candidate must:-

- i Have a Bachelors Degree in any of the following disciplines:-Mass Communication, Public Relations, Communication Studies or Media Studies/Science from a recognized institution;

OR:

Have a Bachelors Degree in Social Sciences with a Postgraduate Diploma in Mass Communication, Public Relations, Communication Studies or Media Studies/Science from a recognized institution;

- ii Be well organized, with proficiency in the use of digital and social media platforms; and
- iii Have a certificate in computer application skills from a recognized institution.

3. Information, Communication and Technology Intern – Two (2) Positions

Duties and Responsibilities

Duties and responsibilities will entail:- assisting in analysing, designing, coding, testing, implementing computer programs and providing user support; assisting in maintaining support systems and training of users; assisting in repairing and maintaining of Information Communication Technology equipment and associated peripherals; assisting in receiving, installing and certifying of Information Communication Technology equipment; and assisting in configuring new Information Communication Technology equipment.

Requirements

For appointment to the position, a candidate must have:-

- i A Bachelors degree in any of the following: Computer Science, Information Technology, Information Communications and Technology and any other relevant course from a recognized institution.

CABINET SECRETARY