



VACANCY ANNOUNCEMENT

Position: Programmes Intern

Reports to: Civic Education Officer

Direct Reports: N / A

Who We Are

Uraia Trust is a facilitative national organization which works to provide quality, gender-responsive civic education and empower Kenyans to exercise their civic duty in order to realize their constitutional aspirations. As per the Strategic Framework (2021 - 2025), Uraia Trust believes that if Kenya has an informed and empowered citizenry, then Kenyans will be better equipped to take personal and collective responsibility for the country's democratic transformation. This goal will be accomplished through three outcome areas: i) an effective ecosystem for continuous quality civic education and engagement ii) increased responsiveness and accountability in Kenya's public spaces iii) develop a national consensus on Utu.

The Position

The objective of internship is to provide an opportunity for the intern to learn, develop capacity and go through mentorship in project management. The intern will have hands-on exposure to project management. It also aims at offering support to the Programmes Department in project implementation. The internship is intended to build the capacity of a young professional seeking a career in project management within the NGO sector.

Focus areas of responsibility - % of time spent

- Programmatic Support - 70%
- Administrative Support - 30%

Key Responsibilities

i. Project Coordination

- Manage Uraia's day-to-day project operations
- Organize logistics for meetings, workshops, and trainings

ii. Partner Engagement & Reporting

- Receive, file, and analyse implementing partners' reports
- Collate quantitative/qualitative data from partners
- Flag key issues and feedback from partner reports
- Maintain an up-to-date database of partner details

iii. Research & Monitoring

- Conduct periodic desktop research on governance issues
- Support field monitoring visits and document findings

iv. Knowledge Management

- Assist in drafting program reports
- Disseminate IEC materials to stakeholders

Academic Qualifications and Personal Skills

- A Bachelor's degree in Social Sciences, Development Studies, or a related field.
- Basic understanding of governance processes, civic education, citizen engagement approaches, and social accountability mechanisms.
- Interest in gender mainstreaming approaches, women's empowerment strategies, and inclusion principles.
- Basic experience in program administration and coordination (e.g., logistics, reporting, partner liaison).
- Proficiency in Microsoft Office (Word, Excel) and databases; ability to quickly adapt to new software.
- Excellent written and verbal communication in English and Kiswahili.
- Strong organizational skills with meticulous attention to detail.
- Collaborative team player with experience in diverse settings.
- Self-motivated, quality-focused, and able to work independently with minimal supervision.
- Proactive learner committed to professional growth.

The internship will run for six (6) months and will be full time. If your professional aspirations match this opportunity, please send your application letter and detailed CV, current contact details and quote reference number UT/2025/05/02 with the email subject being Application for the Programmes Intern Position. Any form of canvassing shall lead to automatic disqualification. The deadline for applications is 5:00PM on 29th May 2025 addressed to:

The Human Resource Unit

Uraia Trust

P. O. Box 28151-0010

E-Mail: jobs@uraia.or.ke

For more details about Uraia, please see the Uraia Trust website www.uraia.or.ke.

Uraia Trust encourages, promotes and supports diversity in its work. Applicants with disabilities are encouraged to apply.