



**Africa Centre
for Transformative
and Inclusive Leadership**

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CALL FOR APPLICATIONS FOR INTERNSHIP

Africa Centre for Transformative and Inclusive Leadership - Kenyatta University

Africa Center for Transformational and Inclusive Leadership (ACTIL) was established in 2013 through a partnership between UN Women (ESARO) and Kenyatta University, Nairobi (Kenya). Since inception, ACTIL has engaged in developing strategic and transformative leadership capacities of current and emerging African leaders, with a special focus on women and youth. ACTIL seeks to transform Leadership in Africa. Our mission is to capacitate and mentor transformative leaders particularly women and youth for equitable and sustainable development in Africa.

Internship Positions: Three Interns.

Duty Station: ACTIL, KENYATTA UNIVERSITY.

Posting Period: 4/3/2020-27/03/2020

ACTIL Internship description.

- The three Internship position under recruitment will be attached at ACTIL
- The duration of internship is 3 months.
- The internship is unpaid and full time.
- Interns work five days per week (35-40 hours) under the supervision of a staff member in the Directorate.

ACTIL wishes to invite applicants from eminent individuals who are suitably qualified with outstanding academic and professional credentials for the following internship positions;

Intern: Marketing Program

Responsibilities

The intern will be based at ACTIL offices. Under the overall supervision of the ACTIL Director. The intern will have the following specific responsibilities;

- i. Development of ACTIL marketing materials e.g. brochures, t-shirts, calendars
- ii. Designing training materials-e.g. cover design for reports, journals, booklets etc.
- iii. Assist in updating ACTIL website.
- iv. Assist in online marketing of ACTIL.
- v. Assist with knowledge management hub
- vi. Actively participate in regular ACTIL meetings
- vii. Support in identifying potential partners for institutional partnerships.
- viii. Perform any other relevant duties as may be required.

Competencies:

Functional

- Marketing skills and experience.
- Research experience and skills;
- Excellent analytical, communication, and writing skills;
- Good interpersonal skills;
- Work under minimum supervision and tight deadlines

Qualification

- Currently enrolled or completed a degree in B.Com (Marketing option) and a degree in Communication or related field. Having a Master's Degree in Marketing or Communications is an added advantage.
- Must be able to organize, set priorities, multi-task, take initiative and exercise sound independent judgment within areas of responsibility
- Experience in coordinating fast moving tasks with diversified teams
- Good computer skills.
- Fluency in oral and written English.

Intern: Mentorship Program

Responsibilities.

The intern will be based at ACTIL offices. Under the overall supervision of the ACTIL Director. The intern will have the following specific responsibilities;

Support the ACTIL Course Leader in Management of the Training and Mentorship Programme:

- ix. Maintain and regularly update data base for mentors
- x. Maintain and regularly update database for Alumni

- xi. Assist the ACTIL Course Leader to administer and analyse mid-term review questionnaire for Alumni
- xii. Maintain regular communication with Alumni and provide status reports as needed to ACTIL Director and UN Women Regional Director
- xiii. Work with ACTIL Mentoring Officer to carry out necessary mentor/mentee matching process and expected results.
- xiv. Support in putting together training materials in preparation for training workshops conducted by ACTIL
- xv. Actively participate in regular ACTIL meetings
- xvi. Support in identifying potential partners for institutional partnerships
- xvii. Perform any other relevant duties as may be required.

Competencies:

Functional

- Strong organizational and research skills;
- Excellent analytical, communication, and writing skills;
- Good interpersonal skills;
- Work under minimum supervision and tight deadlines

Corporate

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Qualification

- Currently enrolled or completed a Master's Degree and has obtained a first degree in Gender and Development, Community Development, Public Administration, Business Administration, Social Sciences or related field.
- Must be able to organize, set priorities, multi-task, take initiative and exercise sound independent judgment within areas of responsibility
- Experience in coordinating fast moving tasks with diversified teams
- Good computer skills, specifically Excel and Word;
- Fluency in oral and written English.

INTERN – KNOWLEDGE HUB/ RESOURCE CENTRE

Responsibilities

- Carry out a baseline desk study on election resource centers in Africa
- Source for materials online for the Elections Resource Unit.
- The intern will be expected to upload elections related material such as videos, case studies, and training material. Such materials will focus on addressing ACTIL's mandate of Transformational leadership
- Organize and make the information readily available and easily accessible.
- *Support the development of a system for tracking access, use and impact of the unit's resources*
- Identify publications on elections that can be purchased for the resource centre as well as partners and organisations from whom such materials can be procured
- Explore and follow-up possibilities for strategic partnerships, including through membership/accreditation to appropriate regional and international resource centres
- Perform other related duties and assignments as required.
- Activate the social media platform.

Qualifications and Experience:

Education

Currently in an advanced stage in a first degree course in Communications, Public relations, Gender and Development, Community Development, Business Administration, Public Administration, Political Sciences, Social Sciences or related fields

Competencies:

Functional

- Good computer skills
- Excellent interpersonal skills
- Exposure to Research
- Good analytical, communication and writing skills
- Fluent in oral and written English.

Applicants should submit a letter of application along with their CV through the email to director-actil@ku.ac.ke.

To be received not later than 27th March 2020.