



Tel +254 (020) 7855746/47
Fax: +254(0)273980
Email: info@nea.go.ke
Website: www.nea.go.ke

National Employment Building
Off Mwiki Road – Kasarani
P.O. Box 25780-00100
NAIROBI - KENYA

Paid Internship

The National Employment Authority (NEA) is a state agency whose mandate includes: employment management; enhancement of employment promotion interventions; and increasing access to employment by the youth, minorities and marginalized groups and for connected purposes.

To effectively deliver its mandate, the Authority is looking for holders of First Degree or Diploma Holders in the following disciplines: Human Resource Management/Planning/Development, Law, Psychology, Labour Relations; Industrial Relations, Computer Science, Information Technology, Public Communications, Public Relations, Public Relations and Marketing, Commerce, Finance, Business Administration, Economics, Statistics or its equivalent qualification from recognized institution.

Applicants are requested to e-mail their scanned written applications and their Curriculum Vitae (CV) to info@nea.go.ke indicating the department applied for. Only shortlisted candidates will be contacted and they will be expected to present original copies of the following:

- (i) National ID Card;
- (ii) Academic certificates; and
- (iii) Professional certificates (if any)

Application Dateline: 29th May, 2018

For more information, please check on the details below.

1. EMPLOYMENT SERVICES DEPARTMENT **No. of vacancies: Four (4)**

(a) Duties and Responsibilities

An intern will work under the guidance of a senior Officer.

Duties and responsibilities will entail:

- (i) Capturing job seekers information and issuing registration cards;
- (ii) recording vacancies reported by employers;
- (iii) receiving and filing applications for registration and renewal of certificates of Private Employment Agencies;
- (iv) collecting data on employment from employers;
- (v) compiling and updating a list of employers/establishments;
- (vi) registering students seeking internship and attachment;

(vii) compiling data from various serialized forms for preparation of periodic reports; and

(viii) distributing and collecting employers annual return forms

(b) Requirements

A candidate must be in possession of the following:

(i) Degree/Diploma in any of the following disciplines:- Human Resource Management/Planning/Development, Law, Business Administration, Psychology, Labour Relations, Industrial Relations or its equivalent qualification from a recognized institution; and

(ii) Certificate in computer applications.

2. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) DEPARTMENT

No. of vacancies: one (1)

(a) Duties and responsibilities

An intern will work under the guidance of a senior Officer.

Duties and responsibilities will entail:

(i) providing computer user support services;

(ii) monitoring ICT equipment performance and reporting any faults for further action;

(iii) carrying out regular maintenance and servicing of ICT equipment;

(iv) Carrying out computer data entry;

(v) participating in implementing computer systems/ programs; and

(vi) participating in troubleshooting hardware and software problem;

(vii) training computer users on computer applications.

(b) Requirements

A candidate must be in possession of the following:

(i) Degree/Diploma in Computer Science or Information Technology or its equivalent qualification from a recognized institution.

3. PUBLIC COMMUNICATION DEPARTMENT

No. of vacancies: one(1)

(a) Duties and responsibilities

An intern will work under the guidance of a senior Officer. Duties and responsibilities will entail:

(i) collecting and collating customer care response through exit interview questionnaires and other media care;

(ii) disseminating public awareness materials;

- (iii) participating in public awareness programs for the Authority;
- (iv) updating the Authority's website in collaboration with the ICT department;
- (v) implementing public communications and relations, strategies, programs and activities;
- (vi) collecting public communications data on specific issues of the Division; and
- (vii) drafting public communications reports.

(b) Requirements

A candidate must be in possession of the following:

- (i) Degree/Diploma in any of the following disciplines: Public Communications, Public Relations, Public Relations and Marketing or its equivalent qualification from a recognized institution;
- (ii) Certificate in computer application from a recognized institution.

4. ACCOUNTS DEPARTMENT
No. of vacancies: one (1)

(a) Duties and Responsibilities

An intern will work under the guidance of a senior Officer. Duties and responsibilities will entail:

- (i) filing tax returns;
- (i) updating the cashbook;
- (ii) maintaining cash books, ledgers, vote books and registers;
- (iii) preparing and verifying vouchers and committal documents;
- (iv) drafting accounting reports.

(b) Requirements

A candidate must be in possession of the following:

- (i) have Bachelor's Degree in any of the following disciplines: : Commerce, Finance, Business Administration, Economics, Statistics or its equivalent qualification from recognized institution.
- (ii) have Certified Public Accountants CPA (II) or its equivalent; and
- (iii) have a computer application from a recognized institution