

# REPUBLIC OF KENYA



## THE PRESIDENCY

### MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS STATE DEPARTMENT FOR PUBLIC SERVICE AND YOUTH

The Ministry of Public Service, Youth and Gender Affairs with support from the World Bank and other implementing agencies is implementing the Kenya Youth Employment and Opportunities Project (KYEOP) whose objective is to increase employment and earning opportunities among the youth by empowering them with formal and informal life skills, core business skills, technical training, and work experience opportunities.

In order to add value to the Project, the Ministry of Public Service, Youth and Gender Affairs seeks to recruit seven (7) Interns in Wajir County that will assist the office of the County Director of Youth Affairs and the Sub-County Youth Development Officers (SCYDOs) to implement and coordinate KYEOP plans and activities at County and Sub-County levels.

#### **Key Responsibilities:**

The key responsibilities of the Interns include assisting the County Director of Youth Affairs (CDYA) and Sub-County Youth Development Officers (SCYDOs) to:

- Coordinate induction of KYEOP programmes and emerging issues in the County.
- Coordinate KYEOP publicity and promotion activities in the County.
- Implement KYEOP work-plans in field services.
- Implement KYEOP programmes and projects in the field.
- Coordinate KYEOP career fairs and stakeholder engagements in the field.
- Create KYEOP linkages for youth empowerment through local, bilateral and multilateral cooperation in the field.
- Monitor, evaluate, and report KYEOP activities in the County.
- Coordinate KYEOP events planning and logistics in the County.
- Provide any other technical and operational assistance as may be required.

#### **Qualifications:**

- Prospective candidates should have a degree in Education or any Social Science on any other related field.
- Should be 30 years old or less.
- Have the ability to be creative and detail-oriented.
- Have excellent organizational and communication skills.
- Ability to write clearly and concisely.
- Ability to think and work logically and work precisely with attention to detail.
- Self-motivated, energetic, and extremely organized.
- Manages time and priorities efficiently, shows enthusiasm, and allows for flexibility.

**Other Requirements:**

- Copy of National ID Card.
- Police Clearance Certificate.

**Competencies:**

- Must be proficient in Microsoft Office (Word, Excel, and PowerPoint).
- Knowledge on youth issues and engagement will be an added advantage.
- Must be available for local travel within short notice.

**Location:** Wajir County with local travel.

**Duration:** Six (6) months with a possibility of extension based on KYEOP requirements and performance.

Candidates who meet the above requirements should submit their application together with CV, copies of Certificates and any other relevant documents to the address below or hand deliver to the Human Resource Management (Services) Unit at **Uchumi House, 16<sup>th</sup> Floor, Room No. 1601** on or before **24<sup>th</sup> May 2019** or Email: [kyeop@psyg.go.ke](mailto:kyeop@psyg.go.ke)

**The Principal Secretary**  
State Department for Public Service and Youth  
Ministry of Public Service, Youth and Gender Affairs  
P. O. Box 30050 – 00100  
**NAIROBI**

Only short-listed applicants will be contacted.