



Constitution & Reform Education Consortium (CRECO)

P.O. Box 2231 – 00200 City Square, Nairobi

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The Constitution and Reform Education Consortium (CRECO) is a coalition of civil society organisations (CSOs) working on democracy, governance, legal and human rights issues. It was founded in 1998 and registered as Charitable Trust. Currently the coalition CSOs work in different sectors but with a common aim of promoting constitutionalism and good governance in Kenya. As at December 2010, CRECO had a total membership of 25 CSOs.

In a bid to meet its objectives, CRECO Secretariat established the Volunteer Service Scheme for purpose of building skills of promising young professionals interested in working for civil society organizations in the governance and democracy sector. In this regard, CRECO Secretariat wishes to recruit an Intern for the Programmes Office to handle projects under its Strategic Plan 2011 – 2015 of Civic Engagement, Human Rights and Institutional Capacity Development.

INTERN: PROGRAMMES OFFICE

Reporting to the Programmes Coordinator, the recruited Intern will be responsible for:

1. Participating in various aspects of project's implementation under the direction and supervision of the Program Coordinator
2. Assist in preparation of timely reports as per stated guidelines
3. Undertake monitoring visits to track and assess activities organized by the Secretariat and/or members
4. Represent CRECO in network activities whenever the need arises
5. Maintain and submit weekly, monthly, quarterly, and periodic work-plans with performance indicators during the internship period
6. Assist in preparing IEC materials
7. Conduct research in the various CRECO's programme areas
8. Assist in Community mobilization, facilitation and training
9. Any other relevant duty as may be assigned by the supervisor

Minimum Qualifications

1. Students undertaking a Bachelor's Degree in Social Sciences especially Law, Political Science, Project Management, and Public Administration
2. Internship prospective students should be in their 4th year of study
3. A clear understanding of the contents of the Constitution of Kenya, 2010
4. An up-to-date knowledge of the constitutional implementation process
5. A general understanding of Kenya's economic, social and political situation is desirable

Required Skills

Applicants wishing to apply for the above position should have the following skills:

1. Good communication, analytical and interpretation skills
2. Good report writing skills
3. Motivation to work with communities
4. Proficient in the use of Microsoft Office Computer packages
5. Ability to multi-task and work in multi-disciplinary project teams
6. Willingness to work over the weekend (Saturday and Sunday) if required

How to apply

Applicants fulfilling the above requirements should submit the following:

1. An application letter demonstrating how your skills and experience will be relevant to achieving CRECO's objectives
2. Detailed CV and all relevant attachments including 3 contacts of your referees (only one referee should be an academic/college referee)
3. The above should also be accompanied by a letter from your Dean of Students or Placement office indicating that you are still a student, and name of your supervisor at the end of the internship period
4. A clear entry plan of areas of interest that the intern wants to learn/gain experience on while in CRECO

Applications from interested candidates must reach us at the close of business on **Friday, 27th January 2012** and only applications meeting the above requirements will be considered. Further note that **the organisation DOES NOT PAY any allowance for applicants seeking internship positions** and will only contact applicants who will be shortlisted to attend Practical and Oral interviews.

Interested applicants should send their applications via email/post/hand delivery to:

The Programs Coordinator

Constitution & Reform Education Consortium – CRECO

P.O. Box 2231 – 00200, City Square

Upperhill, Matumbato Road, off Upperhill Road (next to Don Bosco Catholic Church)

Gate 39, next to International Guest House

NAIROBI

Those sending via email should send to:

creco@africaonline.co.ke with subject line: **INTERNSHIP POSITION**