

KAKAMEGA COUNTY ASSEMBLY

P. O. BOX 1470 - 50100, KAKAMEGA



COUNTY ASSEMBLY SERVICE BOARD

INTERNSHIP OPPORTUNITIES

The County Assembly Service Board invites applications from suitably qualified persons to fill ten (10) positions of internship in various departments within the County Assembly Service.

Eligibility for internship

To be eligible for appointment as an intern, a candidate must:

- i. Posses a Bachelor's Degree from a university recognized in Kenya; and
- ii. Be computer literate.

Detailed information, including minimum requirements for consideration, duties, entitlements and the period for internship, can be accessed on our website: www.kakamega-assembly.go.ke/careers.

How to apply

All applications, accompanied by:

1. A copy of National Identity Card or Passport
2. Copies of academic certificates, Curriculum Vitae and other testimonials
3. Clearance Certificates from:
 - (i) Directorate of Criminal Investigations (Certificate of Good Conduct)
 - (ii) Commission for Higher Education (applicable to those with foreign degrees)

Should be delivered in a sealed envelope and addressed to:

**The Secretary,
County Assembly Service Board,
Kakamega County Assembly,
P.O. Box 1470- 50100,
Kakamega.**

Or hand delivered to the Office of the Clerk of County Assembly at the County Assembly Headquarters (Former County Council of Kakamega offices, next to the County Commissioner's office) to be received on or before Monday, 21st September, 2020 at 5.00 p.m.

Kakamega County Assembly is an equal opportunity employer.

CPA Laban M. Atemba

Clerk/Secretary – County Assembly Service Board

Dated: 4th September, 2020

Duties and responsibilities

Interns will work under the guidance and supervision of senior officers in the respective departments deployed. Specific duties and responsibilities will be communicated upon deployment.

Duration of internship

The period for internship is twelve (12) months as per the Kakamega County Assembly Internship Policy.

Medical Insurance

All successful interns will be expected to have the National Hospital Insurance Fund (NHIF) medical insurance cover or any other from a reputable medical insurance firm.

Intern entitlements

Successful interns will be entitled to;

- i. Payment of monthly stipend at the rate of Kshs.20,000/- (Twenty thousand shillings only)
- ii. Subsistence allowance when out of duty station at the rates prescribed by the Salaries and Remuneration Commission
- iii. Sick leave, annual leave and compassionate leave as applicable in the prevailing public service regulations
- iv. Certificate of Internship Programme upon successful completion of the programme