REPUBLIC OF KENYA

OFFICE OF THE CONTROLLER OF BUDGET

INTERNSHIP OPPORTUNITIES

The Office of the Controller of Budget is established under Article 228 of the Constitution of Kenya, 2010 to oversee and report on implementation of the budgets of both the National and County Governments.

The Office is offering six months internship opportunities for graduates in the following areas of study; Audit, Finance, Accounts, Economics, Business Administration, Law, Statistics, Human Resource & Administration, Information Communications Technology, Public Relations & Communications, Public Relations and Marketing, Supply Chain Management, Library and Records Management.

Qualifications:

- Possess a Bachelor's Degree from a recognized University in the relevant area
- Proficiency in Ms Office Applications

Basic requirements

- Copy of The National ID
- Certificate of Good Conduct

Please Note:

a) Only shortlisted candidates to be considered
b) Incomplete applications will not be considered
c) The Office does not guarantee employment after completion of the Internship Programme
d) Diversity balance considerations will be applied in the selection process

APPLICATION PROCESS

Interested candidates should submit their applications quoting the internship position on both the envelope and the cover letter.

Enclose a detailed and up-to-date curriculum vitae, indicating your home county, e-mail address and reliable daytime telephone contacts, together with copies of your certificates, testimonials

and national identity card. You should also provide names of two referees who must be familiar with your previous academic experience indicating their telephone, postal and email addresses. **Please note that it is a criminal offence to provide false information and documents in the job application.**

Applications should be sent by post or hand delivered to our Office addressed to the undersigned:

The Controller of Budget
Bima House 12th Floor, Harambee Avenue.
P.O Box 35616-00100 Nairobi

so as to reach the Office **not later than 16th March, 2018 at 5.00pm.**

Only shortlisted candidates will be contacted.

The Office of the Controller of Budget is an equal opportunity employer.