

JOB DESCRIPTION

PROGRAM INTERN, PUBLIC ACCOUNTABILITY

Position Title:	PROGRAM INTERN
Department/Programme:	Inclusive People's Economy
Line Manager:	Program Officer
Direct Reports:	None
Contract Duration:	6 months
Duty Station:	Nairobi, with frequent travel to counties.

ABOUT TISA

TISA (The Institute for Social Accountability) is a national civil society organization committed to the realization of sound policy and good governance in Kenya. Registered as a trust, TISA has been operational since March 2008 and continues to engage with various relevant state and non-state actors in its quest to promote effective local governance in Kenya. TISA has built considerable expertise and networks in local and regional governance, participatory governance, advocacy strategies, research, and capacity building in the development of social accountability tools to hold government accountable.

As part of its ongoing efforts to ensure effective implementation of projects focused on social accountability and good governance, TISA is seeking a Program Intern to support the Inclusive People's Economy Pillar.

ROLE AND PURPOSE

The Program Intern will support initiatives aimed at helping small-scale farmers and micro and small informal traders to advocate for their rights to food and better working conditions, and to comply with government trading requirements. The Inclusive People's Economy Pillar focuses on engaging and supporting Kenya's largest sources of income and livelihoods by engaging and capacity building small-scale farmers and informal traders for improved incomes and ensure access to quality and sustainable food at the household level.

Reporting to the Program Officer, the Program Intern will support in coordinating project activities, conducting desktop research to develop concepts, and supporting county engagements to map and organize farmers and traders to push for better working environment and compliance with government requirements for trading.

Duties and Responsibilities

- Support to **plan and organize** training sessions, workshops, events and project activities, while maintaining positive relations with partners, and relevant stakeholders
- Support TISA's outreach and **communication** efforts to engage stakeholders, including farmers, informal traders, community members, and government agencies.
- Provide administrative support, including handling activity logistics, scheduling meetings, taking minutes, and maintaining project documentation.
- **Collaborate** with team members to **research**, collect, analyze, and report data related to program outcomes and impact.
- Contribute to the **creation of marketing materials**, social media content, and other communication materials to promote public accountability initiatives.

- Collaborate with team members to execute project activities and coordinate monitoring and evaluation efforts.
- Support in compiling and submitting timely progress reports on project activities including meetings and workshops with different stakeholders.
- To take part in TISA functions as may be specified from time to time.

Qualifications and Skills

- Bachelor's degree in a relevant field such as Social Sciences, Development Studies, Public Administration, or a related discipline.
- Strong understanding of social accountability principles, research methodologies, and advocacy strategies.
- Excellent research, analytical, and problem-solving skills.
- Excellent organizational skills.
- Effective communication, and interpersonal skills.
- Ability to work effectively in a team and independently, with minimal supervision.
- Good understanding of project management tools and Microsoft Office Suite.
- Willingness to travel frequently to project sites within Kenya.
- Ability to work independently and as part of a team in a fast-paced environment.
- Demonstrated commitment to transparency, accountability, and good governance.

Duration and Location

- The internship is expected to last six months.
- The internship is based in Nairobi, with occasional travel to TISA project sites.

Supervision and Reporting

- The Program Intern will report directly to the Program Officer.
- Regular feedback and performance evaluations will be provided throughout the internship period.

TISA is an equal opportunity employer. TISA is also committed to safeguarding and promoting the welfare of children and vulnerable adults. We expect all staff, volunteers, and partners to share this commitment.

How to Apply

Interested candidates should submit their resume, a cover letter, and **not more than a 500-word write-up** of his/her understanding of **Inclusive People's Economy and the expected contribution** to hr@tisa.or.ke by **COB 12th August 2024**.