



## JOB DESCRIPTION

### PROGRAM INTERN, PUBLIC ACCOUNTABILITY

<b>Position Title:</b>	PROGRAM INTERN, PUBLIC ACCOUNTABILITY
<b>Department/Programme:</b>	Public Accountability
<b>Line Manager:</b>	Program Officer
<b>Direct Reports:</b>	None
<b>Contract Duration:</b>	6 months
<b>Duty Station:</b>	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. TISA, registered as a trust, 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 up considerable expertise and networks in local governance, participatory governance, advocacy strategies, capacity building and practice learning while growing in experience and capacity in the development of capacity building tools and curricula in these areas.

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 Public Accountability Department.

#### **ROLE AND PURPOSE**

The Program Intern will be responsible for supporting programs and initiatives aimed at advancing public accountability, enhancing transparency, and citizen participation in governance in Kenya. The public accountability pillar acts as a robust countermeasure to impunity, aligning with the principles of good governance. It focuses on advocating for citizen participation in policy making, addressing key government facets such as fiscal governance, public debt justice, public engagement, anti-corruption, devolution, and access to information.

Reporting to the Program Officer, the Program Intern will support in coordinating project activities, conducting research, and advocating for transparent and accountable governance policies. The responsibilities will encompass program support and implementation, report writing, stakeholder engagement, networking, communication, and institutional learning.

#### **Duties and Responsibilities**

- Support to plan and organize training sessions, workshops, events and activities in the project, while maintaining positive relations with partners, the communities and relevant stakeholders

- Support TISA’s outreach efforts to engage stakeholders, including civil society organizations, community members, and government agencies.
- Provide administrative support, including scheduling meetings, taking minutes, and maintaining project documentation.
- Collaborate with team members to 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.
- Support in handling activity logistics and mobilization of relevant project participants and other key stakeholders to participate in the relevant activities.
- 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.
- Proficiency in 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 a brief writeup of what the Public Accountability Program engagements involve, especially in the current context of Kenya to [hr@tisa.or.ke](mailto:hr@tisa.or.ke) by **COB 12<sup>th</sup> August 2024**.

