VACANCY-INTERNSHIP POSITIONS

U-Tena youth organization is looking for a fresh graduate/undergraduate intern who has project management/health economics/monitoring and evaluation/documentation academic background or related field. The voluntary internship is for three months where the intern will be engaged in several projects as per the organization policy.

U-Tena invites applications for qualified persons for the internship position.

Duties:

- Perform all tasks as assigned by the management.
- Engage in all organization events and projects.
- Attend staff meeting where necessary.
- Write reports on weekly schedules.
- Filling and data entry.
- Customer care services.
- Computer applications.
- Active participation in organization trainings.
- Documentation.
- Participation in formulation of uptake tools for all projects.
- Assisting in implementation of project when delegated.
- Must be ethical and self-driven individual.

Applicants should fulfill the following conditions:

- Must be ethical, respectful and self-driven individual.
- Must be an undergraduate or have a diploma or degree from recognized institution in the above mentioned fields.
- Social work/community development experience is an added advantage.
- Should be under 27 years old.
- Must be Kenyan.
- Should be Computer literate.

Applications should be sent to U-Tena before 19th September 2019.

Email: utenaorg@gmail.com

In the application include:

- Cover letter; CV and relevant testimonials.

Only shortlisted candidates will be contacted.

PLEASE NOTE APPLICANTS ARE NOT REQUIRED TO MAKE ANY PAYMENTS DURING ANY STAGE OF THE RECRUITMENT PROCESS. ANY CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION.

U-Tena is a transparent organization committed to transforming lives.