



# U-TENA YOUTH ORGANIZATION

Along Lungalunga Road,  
Loipi House 4<sup>th</sup> Floor Rm 5D,  
P.O Box 2395-0200,  
Nairobi, Kenya.  
Visit us : [www.u-tena.org](http://www.u-tena.org)

## 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 19<sup>th</sup> September 2019.

Email: [utenaorg@gmail.com](mailto: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**