



**Position:** Project Assistant Internship.

**Duration:** 6 months

#### **Duties and Responsibilities.**

- Assist the project team in implementation of activities as outlined in the organizations implementation matrix.
- Assist in assessment of public participation specifically focusing on women and their engagement formulation of government policies and budgeting and review of Gender Responsive Budgeting tools.
- Assist in conducting sub-national Open Budget Survey. Through assessment of budget accountability system relating to public availability of budget information, opportunities for the public to participate in the budget process and the role and effectiveness of formal oversight institutions- Legislature and the audit office.
- Assist the project team in analysis of key budget documents and preparation of simplified versions to facilitate citizens' engagements.
- Assist the project officer in writing activities reports, research, budgeting and community outreach.
- Assist in the creation of promotional materials or informational mailings to amplify the organization's operations and raise its profile in training and research.

#### **Qualifications.**

##### **Education and Experience.**

- Graduate degree or diploma in social sciences with specialization in economics, sociology or development studies.
- Proficiency in Information Communication Technology.
- Proficiency in verbal and written communication to all audiences.
- A team player and collaborative spirit in diverse working environment.
- Well organized with strong ability to prioritize task and meet required deadlines.

#### **Application Procedure**

If you believe your qualifications and career objectives match the above role, please submit your application, including a cover letter, three current recommendation letters, and a detailed CV.

Interested candidates should send their application to:

[info@ipfkenya.or.ke](mailto:info@ipfkenya.or.ke).

Applications must reach us on or before 15<sup>th</sup> March, 2019