

JOB DESCRIPTION – KENYA INTERN

Role	<i>Kenya intern</i>		
Reports to	<i>Senior Regional Manager, East Africa</i>	Direct reports	<i>None</i>
Budgetary responsibility	<i>None</i>	Resource responsibility	<i>None</i>
Safeguarding	<i>Level of responsibility</i>	Key relationships	<i>Kenya Office and SCN Team</i>
Contract	<i>6 month internship</i>	Location	<i>Kenya</i>
Salary	<i>\$500 USD monthly stipend</i>	Level	<i>Intern</i>

ISD's Guiding Principles

ISD's four Guiding Principles run through all of our work and reflect our culture. We expect all members of the team to embody these principles, regardless of seniority and role.

INTEGRITY	We're passionate about doing the right thing and holding ourselves to high standard
COLLABORATION	Together we create more than the sum of our parts
AGILITY	We're dynamic, fast, responsive and proactive in our work
COURAGE	We take considered risks in order to drive change

Role Purpose

The Intern will support the ISD team in Kenya and in the UK by conducting background research, drafting programmatic reports and providing logistical support to the delivery of ISD's East Africa programmes and events.

Scope

Area of focus 1: Background research

- Assist in drafting concept papers, background materials for research and training modules
- Contribute to drafting proposals for funding (development)
- Contribute to drafting Kenya Country Board papers
- Where feasible, contribute to translating documents from local languages to English

Area of focus 2: Logistical support

- Assist ISD staff organize events in Kenya such as workshops, roundtables and meetings
- Draft concept notes, agendas and invitation letters for workshop, meeting, roundtables and other events
- Assist in procuring meeting venues, transport and other services as required
- Support partners, including national authorities, organize events sponsored by ISD

Area of focus 3: Project and partner management

- Draft narrative project reports as required by donor
- Review and edit partner narrative reports
- Support Kenya based partners with provision of background research support as required

Impact (the change this role needs to deliver)

The intern will support the East Africa team to deliver evidence-based programming in Kenya and the region which will inform and advise government and civil society stakeholders on best practices for violence prevention.

Outcomes (the way success will be measured)

- *Two donor narrative quarterly progress report drafted satisfactorily*
- *Two background papers drafted to support ISD research and/or training materials*
- *Five partners technically supported to write high quality reports*
- *Contributed to the development of at least one funding proposal*
- *Contributed at least one article to the Strong Cities Network Newsletter*

PERSON SPECIFICATION TEMPLATE

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and Guiding Principles
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times

Competencies

These reflect ISD’s Guiding Principles which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team
Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Growth mindset
Courage	<ul style="list-style-type: none"> • Strategic thinking • Passion for driving change

Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

For each listed requirement, tick whether this is an essential or desirable requirement.

Knowledge

Requirement	Essential	Desirable
Knowledge of peacebuilding and conflict management landscape in Kenya and/or East Africa	x	
Undergraduate qualification in social sciences, law or any other related field	x	x
Knowledge of Kenya P/CVE policy and legal frameworks in Kenya		x
Knowledge of extremist groups narratives and online recruitment tactics in Kenya and/or East Africa		x
Postgraduate qualification in social sciences or any other related field		x

Experience

Requirement	Essential	Desirable
1-2 years of experience with P/CVE, Peacebuilding or Conflict Management initiatives	x	
Experience conducting research in Kenya and/or East Africa	x	
Experience in organising meetings, events and trainings	x	
Working with teams with diverse backgrounds in multiple locations		x
Experience working with national and/or county government stakeholders		x

Skills

Requirement	Essential	Desirable
Excellent oral and written Swahili and English	x	
Ability to conduct desktop research	x	
Sound knowledge of qualitative and quantitative research methods	x	
Working knowledge of other East African region languages		x

Job description and Person Specification drafted by:	<i>Patricia Crosby, Program Manager, East Africa</i>
Signed off by:	<i>Moustafa Ayad, Deputy Director International Programs</i>
Date:	22 October 2020
HR / Ops sign off:	<i>NAME AND TITLE, EITHER SENIOR HR MANAGER OR DEPUTY DIRECTOR OPS & FINANCE</i>
Date:	
Date for next review:	<i>April 2021</i>