



PROGRAMME INTERN

About Katiba Institute

Katiba Institute (KI) is a research and litigation organisation established in 2011 to support the implementation of Kenya's 2010 Constitution and generally to assist in developing a culture of constitutionalism in Kenya. It undertakes constitutional research, comments on policy and laws from a constitutional perspective, and publishes books and other material on the Constitution. Much of its work is going to court to enforce rights under the Constitution and ensure the proper performance of constitutional duties and responsibilities. KI also fosters constitutionalism in the East African region by promoting the exchange of academic discourse on constitutional issues and working with like-minded organisations to secure greater freedoms in the East African Region.

About the Position

The Programmes Department undertakes research, advocacy and capacity building. KI seeks to engage two interns to be part of the Programmes team on a full-time basis for an initial three (3) months. The interns will learn and gain experience through, among other tasks, assisting in field and desktop research; organising and participating in different forums with community members and representatives – including members of Civil Society Organisations; and contributing to review of laws and policies; and assisting in developing communications and knowledge materials for public education. The interns will also have an opportunity to interact with and support other departments in the organisation. The interns will be based in Nairobi.

Key Roles and Responsibilities

- Support the implementation of the Programmes Department's activities
- Support in writing, reviewing, and editing reports
- Provide administrative and operational support
- Assist in the preparation of reports and proposals
- Other duties as assigned by the Programmes Manager

Qualifications

- An undergraduate degree in social sciences;
- Conviction in and commitment to constitutionalism and principles of human rights;
- Demonstrated interest and competence in research and writing ;
- Strong oral and written communications skills;
- Fluency in English and Kiswahili;
- At least 1 year experience, preferably in a similar environment, will be an added advantage

Submission of Applications

Please email your application to careers@katibainstitute.org with **'Programme Intern'** as the subject line. In your application, include a cover letter and curriculum vitae with three referees. The application should reach us by **17:00 EAT** on **Tuesday June 4, 2024**.

*Katiba Institute is an equal-opportunity employer. Only shortlisted candidates will be contacted.
Katiba Institute does not solicit fees for any job advertisement.*