



| CATEGORY | CONTENT |
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| Mission Statement | The purpose of the internship is to provide meaningful, professional hands-on experience to students with proven academic performance and leadership potential. Interns will have the opportunity for meaningful contributions to the host department's objectives while experiencing personal professional development. |
| Qualification | <p>To qualify for an internship with the Kenya Scouts Association Headquarters internship programme , the following conditions must be met : -</p> <ul style="list-style-type: none"> - Degree in IT or its equivalent from recognized institutions of learning. - Be computer literate in standard software applications - Have a demonstrated keen interest in the work of the Kenya Scouts Association. - Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views. |
| Competencies | <p>Core Competencies:</p> <p>Communication: Speaks and writes clearly and effectively - Listens to others, correctly interprets messages from others and responds appropriately - Asks questions to clarify, and exhibits interest in having two-way communication-Tailors language, tone, style and format to match the audience-Demonstrates openness in sharing information and keeping people informed.</p> <p>Teamwork:</p> <p>Works collaboratively with colleagues to achieve organizational goals-Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others - Places team agenda before personal agenda-Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position-Shares credit for team accomplishments and accepts joint responsibility for team</p> |



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| | <p>shortcomings.</p> <p>Client Orientation: Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view - Establishes and maintains productive partnerships with clients by gaining their trust and respect - Identifies clients' needs and matches them to appropriate solutions - Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems - Keeps clients informed of progress or setbacks in projects- Meets timeline for delivery of products or services to client.</p> <p>Technological Awareness:- Keeps abreast of available technology - Understands applicability and limitation of technology to the work of the office-Actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.</p> |
| <p>Internship Duties</p> | <ul style="list-style-type: none"> ➤ Assist in networking of computers, systems, wide back up of data, and storage of data. ➤ Assist in performing system backup and maintenance functions. ➤ Assist in installation of PC hardware and software. ➤ Assist in network and hardware troubleshooting. ➤ Assist in performing preventative maintenance and upgrades on servers. ➤ Assist in needs analysis for projects; in research for solutions for needs. ➤ Assist in updating user and technical documentation. ➤ Assist in the maintenance and performance tuning of application databases. ➤ Create and publish interactive reports. ➤ Assist in managing, maintaining, developing, designing and updating the intranet. ➤ Assist with the Web Content Management System for our public website. ➤ Hardware repairs, upgrades, maintenance, and relocation ➤ Software installs, upgrades, and maintenance ➤ Provision & set-up of system account ➤ Offer various technology training and presentations |



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| | <ul style="list-style-type: none">➤ Diagnoses and resolves end-user network or local printer problems, PC hardware problems, e-mail, Internet, and local-area network access problems.➤ Coordinates timely repair of workstation equipment covered by third-party vendor maintenance agreements.➤ Performs minor desktop and Laptops hardware repair for workstation equipment and peripherals that are not covered by third-party vendor maintenance agreements.➤ Helps install local area network cabling systems and equipment such as network interface cards, hubs and switches. |
| Work schedule | As per the Association's Human Resource Manual |
| Method of compensation | <ul style="list-style-type: none">➤ As per the Association's Internship policy |
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Applications to be sent to:

nec@kenyascouts.org

Or

Delivered at the Kenya Scouts Association HQ – Rowallan Scouts Camp Nairobi.

By close of business 28th February, 2018.