



The Society for International Development (SID) seeks to expand its capacities by recruiting dynamic Kenyan nationals for the position of:

**Programme Intern**

SID is an international network of individuals and organizations founded in 1957 to promote social justice and foster democratic participation in the development process. Through locally-driven programmes and activities, SID strengthens collective empowerment, facilitates dialogue and knowledge-sharing on people-centered development strategies, and promotes policy change towards inclusiveness, equity and sustainability.

Today, SID positions itself in a space of action that is policy oriented and builds on multi-disciplinary dialogues, future-minded thinking and scenarios-based and holistic policy planning.

**SCOPE OF WORK**

Located in the Nairobi office, the position will enhance the capacity of the Equity and Inclusion Programme a SID initiative designed to advance policy research on inequalities, build civil society capacity to engage in the inequalities discourse as well facilitate policy dialogue and advocacy within Africa.

**RESPONSIBILITIES:** The intern will assist with the following:

- Keep a variety of manual and electronic files and records;
- Collect and compile data relevant for future reference and use within SID
- Maintain a vibrant social media presence for SID
- Provide support to programme staff, consultants as may be required to deliver programme goals;
- Provide logistical support to key programme areas e.g. with travel arrangements, scheduling of meetings;
- Respond to inquiries and provide on-demand information about the Equality and Inclusion Programme activities;
- Keep and provide information on available and forthcoming research products from SID in various policy areas.

**ELIGIBILITY:**

- This internship typically seeks candidates in the following fields: economics, human development (public health, education, nutrition, gender and population), social science (anthropology, sociology), agriculture, environment, international trade , as well as other related fields
- A confident communicator with good editorial and internet research skills;
- Knowledge of and interest in equality and social justice;
- Demonstrated professional use of social media e.g. Twitter, Facebook among others;
- Experienced use of computer programmes including MS Office, Excel, PowerPoint etc.;
- Ability to provide administrative support in organising activities and events;
- Experience documenting and sharing programme experience for learning;

- Fluency in French is an asset

HOW TO APPLY:

Interested candidates who meet the above required qualifications and experience should submit a cover letter, detailed Curriculum Vitae (CV) including your Twitter handle and three references to [vacancies@sidint.org](mailto:vacancies@sidint.org)

The email subject line must clearly show the job title **Programme Intern**.

The closing date is Wednesday 10th June 2016.

Only shortlisted candidates will be contacted.