

ADVERT FOR INTERNSHIP PROGRAMS

The Export Promotion Council is a State Corporation established on 19th August, 1992 by the Government through Legal Notice No. 4342, with the mandate of developing and promoting Kenyan exports with its Headquarters in Nairobi and two Regional Offices in Eldoret and Mombasa.

We are looking for Four (4) vibrant young Kenyans to serve on internship for a period of one (1) year, in the following Departments:

Trade Information and Business Services (TIBS) Department (1 Position)

In liaison with the General Manager - TIBS, the Intern will help in executing of activities in this department and their responsibilities shall include but not limited to:-

Job Description

- 1) Offering business information to export traders;
- 2) Participating in the recruitment of SMEs into the export trade;
- 3) Record management in the office;
- 4) Updating the clients database and E-Trade;
- 5) Profiling entrepreneurs into the EPC programme in the county;
- 6) Implementing ICT solutions to improve stakeholder engagement and awareness

Job Specification

- 1) Bachelor's degree Economics, Commerce, Business Administration, International Trade, Information and Communications Technology (ICT) or any other relevant and equivalent discipline from a recognized institution;
- 2) Strong communication, interpersonal and organizational skills;
- 3) Good command of written and spoken English;
- 4) Ability to both work independently and as part of a team;
- 5) Computer literate;
- 6) Strict adherence to deadlines.

Research Policy and Advocacy (REAP) Department (2 Positions)

In Liaison with the General Manager- REAP the Intern will help in executing of activities in this department and their responsibilities shall include but not limited to:-

Job Description

- 1) Profile markets and products by undertaking trade flow analysis to identify export potential for products in different markets;
- 2) Identify market access issues / tariffs for identified exportable products by the business community;
- 3) Undertake market intelligence research for Kenyan exporters and other stakeholders;
- 4) Prepare trade flow reports that profiles markets and products by undertaking trade flow analysis to identify export potential for products in different markets;
- 5) Identify market access issues/tariffs for identified exportable products by the business community.

Job Specification

- 1) Bachelor's Degree in any of the following: Micro or macroeconomics, Econometrics, Statistics, Planning, Commerce, Business Administration, International Trade or any other relevant and equivalent discipline
- 2) Strong communication, interpersonal and organizational skills;
- 3) Good command of written and spoken English;
- 4) Ability to both work independently and as part of a team;
- 5) Computer literate;
- 6) Strict adherence to deadlines.

Finance and Resource Mobilization Department (1 Position)

In liaison with the General Manager - Finance, the Intern will help in executing of activities in this department and their responsibilities shall include but not limited to:-

Job Description

- 1) Preparing payment vouchers;
- 2) Capturing data into the Financial Management System;
- 3) Batching and filing of finance documents;
- 4) Receipting and Banking;
- 5) Maintaining Debtor and Creditor Balances;
- 6) Assisting in preparation of Financial reports

Job Specification

- 1) Bachelor's degree in Business Related Field e.g. (Commerce, Accounting, Business Management etc.) from a recognized institution;
- 2) CPA Finalist (CPA Part III) or its equivalent;
- 3) Conversant with any Accounting Package;
- 4) Strong communication, interpersonal and organizational skills;
- 5) Good command of written and spoken English;
- 6) Ability to both work independently and as part of a team;
- 7) Computer literate;
- 8) Strict adherence to deadlines.

Candidates, who meet the above qualifications, are requested to submit their applications, detailed CV together with relevant testimonials through email internship@epc.or.ke by **19th October, 2017**. The email should clearly indicate, on the subject, the position you are applying for. Only shortlisted candidates shall be contacted.

In addition, candidates must be in possession of the following:

1. Kenya Revenue Authority (KRA) PIN Certificate
2. Registration with the National Social Security Fund (NSSF)
3. Registration with the National Hospital Insurance Fund (NHIF)
4. Bank Account with a reputable bank.

Persons from the minority and marginalised groups are encouraged to apply.