



Terms of Reference

Job title: Intern, SEAF-K
Location: Nairobi, Kenya
Supervisor: Energy

JOB PURPOSE

The intern is required to assist in the day to day running of Sustainable Energy Access Forum Kenya (SEAF-K). In addition, the intern will assist in other energy and Governance activities.

MAJOR FUNCTIONS

The Intern's principal duty is to support the Energy Programme Coordinator in technical work specifically relating to SEAF-K and energy. This support will include but not be limited to:

- Support SEAF-K Secretariat and Interim Steering Committee (ISC) to implement the Forums strategic plan
- Correspondence with SEAF-K members
- Drafting reports as may be required from time to time
- Assist in financial recording/ keeping and ensuring WWF Rules and Regulations are adhered to at all time in the Forums related financial transactions.
- Support other governance activities as the need may arise

MAJOR RESPONSIBILITIES

Support project execution:

- Maintain and update SEAF-K membership database.
- Update SEAF-K members regularly on important developments.
- Assist in updating SEAF-K website
- Assist in maintaining records of SEAF-K.
- Assist in organizing SEAF-K and overall energy meetings/workshops
- Assist in the preparation of workshop/meeting reports, technical reports and other relevant reports.
- Keeping a good record on financial transactions by the Forum.
- Perform any other duties as directed by the programme coordinator-Energy

I. Profile

Required Qualifications

- Bachelor's degree in environmental Studies, energy, community development studies or related courses

Key skills/competencies



- Good oral and written communication skills
- Organisational skills
- Good interpersonal skills
- Able to work with minimal supervision

II. Working Relationships

Internal: Interacts with WWF Staff at Nairobi office and Field offices

External: Interacts with SEAF-K SC, SEAF-K members, county and national government officials, non-governmental organisations, academic institutions, specialists/consultants, and other project stakeholders, as directed by the programme coordinator-energy.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from the intern. Other tasks may be assigned as necessary according to organizational needs.

Duration: 9 months from 1st April-31st December, 2019

APPLICATION PROCESS

To apply, send your CV and a short supporting statement (max. of 400 words) outlining your suitability for this role and why this role interests you to: recruitments@kccwg.org.

Closing date for applications is Wednesday, 8th May, 2019 (11.59 pm EAT).

Prepared by: Energy **Date:**

Accepted by Staff member: **Date:**