

# Intern, Project Management

## Nairobi, Kenya

### Role and content

Our work at Development Initiatives' (DI's) Africa Hub provides stakeholders with the best information about resource flows, poverty and vulnerability in East Africa. The intern will provide project management and administrative support across the organisation. This is a great opportunity to learn and work across different subject areas and with different departments in an international development organisation. The intern will report to the Senior Manager in Nairobi, Kenya, and work closely with the Project Management team and Monitoring, Evaluation and Impact Lead based in Bristol, UK, to ensure that projects meet quality requirements and deliver on time and to budget, and that organisational learning is captured.

### Person specification

#### Education/qualifications

- Diploma in project management or a related discipline
- Undergraduate qualification in project management, business administration or similar discipline (desirable)

#### Knowledge/technical competencies

##### Essential

- Advanced skills in Microsoft Word, Excel and Outlook
- Fast and accurate typing skills

##### Desirable

- Understanding of formal project management methodology and process
- Knowledge of international development or demonstrated interest in poverty-related issues

#### Personal skills/qualities

- Excellent written and spoken English
- Highly organised and able to prioritise workload effectively
- Ability to learn quickly and manage a high volume of work
- An inquisitive open mind and the ability to think outside of the box
- A determined, agile, pragmatic and patient approach to problem solving

- Resourcefulness in finding information and conducting internet-based research
- Good communication skills, both verbally and in writing
- A willingness to continually improve competencies
- Ability to embrace company values
- Ability to work collaboratively within and across teams and to organise time accordingly
- Attention to detail

## Duties and responsibilities

### Technical duties

- Execute administrative project management tasks related to project plans, issue and risk logs, budgets, deliverables and documentations
- Undergo internal training on project management process and methodology
- Coordinating project-related events
- Support on administrative aspects of proposal development
- Liaise effectively with all levels of internal staff and external stakeholders
- Ensure a professional and consultative approach to all tasks is maintained
- Ensure information requested on projects is presented accurately and on time
- Maintain project management systems, including data management and filing
- Organise and maintain project-related diaries and ensure relevant administrative preparations for meetings are made
- Assist with capturing monitoring, evaluation and learning data
- Handle incoming internal and external ad hoc requests on projects
- Assist with time management and expenses on the project management system
- Schedule production requests for projects with the communication team
- Update capacity data on projects on a monthly basis
- Carry out research or summarise information on projects and present findings

### General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of DI's policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in 1:1 meetings and performance management appraisals
- Maintain personal professional development and personal development plans
- Be willing and committed to take on new work as and when required and to be proactive

## Contractual details

Start date:	ASAP
Location:	Nairobi, Kenya
Hours:	35 hours per week
Duration:	One year
Probation:	1 month
Leave:	20 days plus all bank/public holidays

## Application details

Your CV (no more than 3 pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be emailed to: [HR.Africa@devinit.org](mailto:HR.Africa@devinit.org), quoting ref: 'Intern, Project Management' in the email subject line. Your letter should also include your available start date and where you saw the job advert.

Closing date: Friday 22 September

Interviews: w/c 25 September

## Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

We are unable to offer sponsorship for a work permit/Visa application. Evidence of right to work will be requested.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our web page at [www.devinit.org/about/working-us/](http://www.devinit.org/about/working-us/)