

Name of Organization: OFFICE OF THE REGISTRAR OF POLITICAL PARTIES

Location: Westlands

No of Interns: 2

Name of Supervisor: DAMARIS MWENDWA

Contact of Supervisor: Telephone: 0720141302

Email: dmwendwa@orpp.or.ke

Name of Intern(s)	Tasks/Project	Days Attended
1. COLLINS KIPROTICH PDTP-CIX-202423874	<ul style="list-style-type: none"> ✓ Designing and developing the institution recruitment portal as per the needs. ✓ Diagnosing and resolving technical issues related to computer systems, network and IT equipment. ✓ Participate in the maintenance of inventory of computer, telecommunication equipment in the offices ensuring compliance with registration and upgrades. ✓ Assist in maintaining a schedule of hardware and software upgrades and ensure that all PCs are kept to date with operating systems patches and antivirus software. ✓ Perform minor repair to IT equipment (replacing and fixing displaced RAM and parts into the devices). ✓ Participate in data entry exercise and ensuring data accuracy by cross checking. ✓ Support the installation, configuration and updating of software and applications on user devices. 	18 th March 2025 to 17 th April 2025

<p>2. JOHN WAFULA WERE - PDTP/CIX/202440522</p>	<ul style="list-style-type: none"> ✓ Configured and set up VoIP (Voice over Internet Protocol) phone (in the HRM Department) to support internal communication within the organization. ✓ Assessed, identified, and replaced a faulty Uninterruptible Power Supply (UPS) unit, and configured the replacement to ensure continued power backup for essential ICT equipment. ✓ Assisted in the documentation of Political Party Funds (PPF) distribution by creating Excel formulas and functions to help colleagues retrieve and analyze financial figures efficiently. ✓ Participated in a confidential data entry exercise, ensuring accuracy through cross-checking while strictly adhering to the principles of the CIA triad (Confidentiality, Integrity, and Availability). ✓ Diagnosed and resolved ICT-related issues such as printer driver installations, network connectivity problems, and user system errors. ✓ Installed Windows operating systems and activated both OS & Microsoft Office software for both new and existing user machines. ✓ Provided technical support to users, including software installations, application updates, antivirus installation and updates, as well as basic troubleshooting of hardware and software issues. 	<p>18th March 2025 to 17th April 2025</p>

Supervisor Name.....

Signature:

Date: