

**Name of Organization:** REGISTRAR OF POLITICAL PARTIES

**Location:** Westlands, Nairobi.

**Name of Supervisor:** : Josephat Nyongesa

**Contact of Supervisor:** 0728287747

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Name of Intern(s)	Tasks/Project	Days Attended
1. Collins Kiprotich PDTP-CIX-202423874	<ul style="list-style-type: none"> <li>➤ Liaised with external technicians to coordinate the maintenance, servicing, and troubleshooting of biometric devices, ensuring optimal performance and minimal system downtime.</li> <li>➤ Participated in a training session on Data Protection Laws and Access to Information, gaining practical knowledge on legal frameworks, compliance requirements, and ethical handling of personal and institutional data.</li> <li>➤ Assisted in resolving hardware-related issues including printer setup and troubleshooting, diagnosing network connectivity problems, and supporting the installation of critical system updates.</li> <li>➤ Participated in the configuration and setup of the office Local Area Network (LAN), including connecting network switches and enabling HiFi internet access to support seamless connectivity for staff and departments.</li> <li>➤ Involved in both front-end and back-end aspects of a recruitment system's design and development ensuring alignment with institutional requirements and user experience best practices.</li> <li>➤ Provided support in configuring and troubleshooting office telephone systems by diagnosing connection faults, verifying internal wiring and restoring stable voice communication across various departments.</li> </ul>	18 <sup>th</sup> May 2025 to 17 <sup>th</sup> June 2025

<p>2. JOHN WAFULA WERE PDTP/CIX/202440522</p>	<ul style="list-style-type: none"> <li>➤ Attended a training session on data protection and access to information, gaining insight into legal and ethical frameworks guiding data handling and privacy within the public sector.</li> <li>➤ Developed ORPP eRecruit, an Android mobile application designed to streamline the recruitment process by automating applicant submissions, vacancy tracking, and profile management.</li> <li>➤ Troubleshoot various ICT equipment, including printers, computers, and VoIP phones, ensuring minimal downtime and optimal functionality across departments.</li> <li>➤ Set up multiple workstations for interns and attachees by installing operating systems, configuring Microsoft Office suites, and activating software to prepare fully functional user environments.</li> <li>➤ Participated in an induction/orientation session to understand Key Result Areas (KRAs) and expectations as an ICT intern, aligning responsibilities with organizational objectives.</li> <li>➤ Configured TV network settings and performed account setup to enable proper connectivity and content access within the office environment.</li> <li>➤ Formatted official documents, tables, and information for the Compliance Officer, ensuring professional presentation and alignment with internal formatting standards.</li> </ul>	<p>18<sup>th</sup> May 2025 to 17<sup>th</sup> June 2025</p>
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**Supervisor Name**.....

**Signature:** .....

**Date:** .....