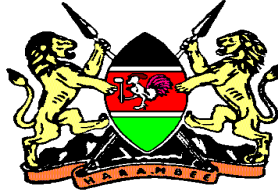


# REPUBLIC OF KENYA



## OFFICE OF THE CONTROLLER OF BUDGET

### INTERNSHIP OPPORTUNITIES

The Office of the Controller of Budget is established under Article 228 of the Constitution of Kenya, 2010 to oversee the implementation of the budgets of the national and county governments by authorizing withdrawals from funds established under Articles 204, 206, and 207 and report on implementation of budgets to each House of Parliament every four months.

The Office is offering six month internship opportunity for graduates in the following directorates/departments;

Audit	1 Position
Finance/ Accounts	1 Position
Budget Implementation	1 Position
Legal Service	1 Position
Human Resource & Administration	1 Position
Information Communications Technology	1 Position
Public Relations & Communications	1 Position
Supply Chain Management	1 Position
Research & Planning	1 Position
Library and Records Management	1 Position

#### Qualifications:

- Possess a Bachelor's Degree from a recognized University in the relevant area
- Proficiency in Ms Office Applications

#### Please Note:

- a) Only shortlisted candidates to be considered
- b) Incomplete applications will not be considered
- c) The Office does not guarantee employment after completion of the Internship Programme
- d) Diversity balance considerations will be applied in the selection process

## **APPLICATION PROCESS**

Interested candidates should submit their applications quoting the internship position on both the envelope and the cover letter.

Enclose a detailed and up-to-date curriculum vitae, indicating your home county, e-mail address and reliable daytime telephone contacts, together with copies of your certificates, testimonials national identity card and Certificate of Good Conduct. You should also provide the names of two referees who must be familiar with your previous academic experience indicating their telephone, postal and email addresses. **Please note that it is a criminal offence to provide false information and documents in the job application.**

Applications should be sent by post or hand delivered to our Office addressed to the undersigned:

**The Controller of Budget  
Bima House 12<sup>th</sup> Floor, Harambee Avenue.  
P.O Box 35616-00100 Nairobi**

so as to reach the Office of the Controller of budget **not later than 16<sup>th</sup> August, 2019 at 5.00pm.**

Only shortlisted candidates will be contacted.

**The Office of the Controller of Budget is an equal opportunity employer.**