**PUBLIC SECTOR INTERNSHIP REPORT**

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**STATE DEPARTMENT OF GENDER AFFAIRS**

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I would like to thank the State Department of Gender Affairs fraternity for giving me the opportunity to serve as information technology intern. I have gained valuable insight from the IT department. The staff was extremely welcoming and helpful, and offered me a tremendous career experience. I would love to stay in touch, and perhaps speak to you regarding steps I should take in the future to pursue a career on the same. I am grateful to Margaret Ratemo, the Human Resource Manager, Franklin Muthomi, Daniel, Elizabeth and Mungai from the HR department for orientation.

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**CHAPTER ONE: INTRODUCTION**

* 1. **History of the State Department of Gender Affairs**

The state department of Gender affairs was created from the Ministry of Devolution and Planning in November 2015, to promote gender mainstreaming in national development processes and champion and socio-economic empowerment of women.

Gender rights and gender equality are entrenched in the Constitution of Kenya 2010, and the department has the responsibility of expanding credit financing to women for enterprise development and ensure equality in gender representation in all public appointments.

The Millennium Declaration signed by UN member States in the year 2000 brought gender issues into focus through Millennium Development Goal 3, which commits Kenya to promote gender equality and the empowerment of women as an effective way to combat poverty, hunger and disease, and to stimulate development that is sustainable. The UN Sustainable Development Goals have further reaffirmed the importance of gender in international development in Goal 5, “Achieve gender equality and empower women and girls”.

Gender concerns are anchored in Article 27 (3) of the Constitution which states that ‘’women and men have the right to equal opportunities in political, economic, cultural and social spheres”, and Article 81 (b) which states that “not more than two thirds of the members of elective bodies shall be of the same gender”. The two thirds gender rule applies in the public service appointments as well.

The State Department of Gender is the technical lead with regard to gender mainstreaming in policies and programmes within the Government; it also monitors compliance with International conventions that Kenya is signatory to.

* 1. **Main Functions of the State Department of Gender Affairs**

The Department is responsible for the following key functions;

1. Coordination of gender mainstreaming into national development
2. Formulation, review and management of gender related policies
3. Negotiations, domestication and reporting on gender related international and regional treaties and conventions
4. Promotion of equitable socio economic development between women and men
5. Implementation of Uwezo fund
6. Implementation of women enterprise fund
7. Monitoring of 30% access to government procurement opportunities for women, youth and persons with disabilities
8. Coordination and maintenance of sex disaggregated data
9. Establishment and implementation of gender management system
10. Coordination of activities on  anti- FGM
11. Coordination of programmes for the reduction of gender based violence(GBV)
    1. **Vision and Mission**

**Vision**  
Centre of excellence in public service transformation, youth and women empowerment, and gender equity and equality for a high quality of life for all Kenyans.

**Mission**

To provide leadership, coordinate and create enabling environment for transforming public service delivery, empowering youth and women, and promoting gender equity and equality.

**CHAPTER TWO: HOST ATTACHMENT DEPARTMENT**

**2.1 Key functions/ activities of the I.T department**

* The IT team performs network installation, configuration and maintenance to support effective communication and collaboration.
* IT teams develop tools to collect, store, manage, secure and distribute data to employees who need access to the latest information to make decisions about strategic, financial and operational issues
* Develop an IT strategy that supports the organization’s business objectives and helps build a strong competitive advantage.
* Protect the IT infrastructure and corporate data against attacks from viruses, cybercrimes and other threats.
* Provide various forms of user support. After installing new software or network facilities, the team provides training so that employees can quickly make productive use of the new resolutions

Student’s main objectives of the attachment exercise

* To appreciate the importance of human relationships and work attitudes.
* To understand the constraints of working life and functional relationships within and between organizations.
* To be orientated towards work processes.
* To apply theoretical concepts and school based skills to practice.
* To develop work attitudes like curiousness, self-confidence, maturity and self-reliance.
* To obtain knowledge of potential careers and develop new areas of interest.
* To develop the manual skills of trainees associated with scientific and technological operations.
* To develop personality and understanding of individuals and groups in work situations.
  1. **Duties and Responsibilities Assigned**

1. Network installation, configuration and maintenance.
2. System analysis and management
3. Structured Ethernet cabling
4. Configuration of Cisco network devices
5. Help desk services
6. Data capture and data entry
7. Conducting system backups and data recovery.
8. Undertaking scheduled software maintenance upgrades.
9. Installing and configuring computer hardware, operating systems and applications.
10. Conducting electrical safety checks on computer equipment.
11. Update the systems regularly with antivirus, firewall and spyware.
12. Inventory Management.
13. Verify that computer peripherals are working properly

**CHAPTER THREE: EVALUATION OF THE ATTACHMENT PERIOD.**

**3.1 Personal and Professional Benefits**

**Gaining a sense of work experience**

The internship gave me a full and realistic view of the workplace environment. I came to interact with workers and share in their day to day experiences. I got into the workplace culture, expectations and how to deal with the challenges that crop up from time to time. I got to learn that there are diverse working conditions and whereas some people are hard to work with, some are also a joy to work with. Internships are a great way to experiment with career possibilities. Participating in the workplace lifts allows a student to learn more about the specific industry, field, technology, product or company with which they would like to work in.

**Principles of management**

I noted the hierarchy in the management of the organization. I got to see how the leadership roles and functions were spread as well as how decisions were made at the institution. Through my daily activities, I got to interact with the heads of different projects and got a glimpse of the coordination and management roles they were involved in. This helped me understand how co-ordination with the different branches is done to ensure seamless operation.

**Communication skills**

I got to learn that good communication fosters better work chemistry and cooperation among the workers thus leading to increased productivity. The importance of communication skills applied at work made everything run smoothly including the compilation of this report. As a result, I learnt to be polite, patient and tolerant with different characters at the workplace. Good communication improved the department’s image to the other departments in the organization.

**Analytical skills**

During this exercise, I was able to acquire great analytical skills. I was required to analyze things in detail, that is, different possible solutions to problems and the possible consequences that might follow.

**Interpersonal skills**

I interacted with people of different backgrounds and personalities. This improved my interpersonal skills and I gained a deeper understating of how to deal with different people. On a daily basis, I had to meet different personalities from different departments and deal with their problems. I had to literary run around the different departments responding to different problems and disseminating relevant information to computer problems. From these interactions, I realized the importance of teamwork. I am now better prepared to work with individuals from any part of the country.

**Self-confidence**

During the first few weeks, I felt a little timid and intimidated by the workers at the institution. I have to admit that even getting though security made me feel nervous. Slowly, I got to acquired self-confidence and employed this when talking to the senior management and even those who wanted to be served. I quickly adapted to the working environment at the institution and with time, I was able complete assigned duties from the different departments with the notion that I was doing the right thing.

**Building of professional network**

I got to interact with the different professionals at the office and even got to develop a personal relationship with others.

My interaction with other IT professionals helped me deepen and expand my network. As I write this report, I am confident that in future, I have a few people I can call for job openings and opportunities that will not turn me back.

**3.2 How the challenges were overcome/solved**

**Being proactive**

When I found myself finishing the assigned tasks and projects in time, I was usually engaging in learning new things on technology.

**Courageously asking questions and clarification.**

Sometimes it’s easy for supervisors to forget that you’re new to the industry, but it’s really important to reach out for help when you need it. Your employer will understand that you’re not an expert, especially if you’re starting a brand new project.