



## WOMEN ENTERPRISE FUND

### INTERNSHIP OPPORTUNITIES AT WOMEN ENTERPRISE FUND

#### INTRODUCTION

Women Enterprise Fund (WEF) is a Semi-Autonomous Government Agency in the Ministry of Public Service, Youth and Gender Affairs established in August 2007, to provide accessible and affordable credit to support women start and/or expand business for wealth and employment creation. The Fund also provides business support services such as capacity building, marketing, promotion of linkages and infrastructure support. It is a flagship project under the social pillar in Vision 2030 and therefore a demonstration of the Kenya Government's commitment to the realization of the Sustainable Development Goal on Gender Equality (SDG 5).

The fund seeks to engage thirty five (35) highly motivated Kenyans to undertake Internship for a period of twelve (12) months.

#### YOUTH INTERNSHIP OBJECTIVE

The objective of the WEF Internship program is to provide opportunities for on-the job experience and to develop their ability to successfully take up employment opportunities in the financial sector and related fields. The Fund therefore invites suitably qualified and interested candidates who have completed Universities to apply for internships positions for a minimum period of 3 months and maximum period of 12 months from August 2019. Successful candidates will be placed in the following departments.

S/No.	Department	No. of Opportunities
1	CEO' s Office	1
2	Credit	23
3	Finance	2
4	Administration	1
5	Human Resources & Training	1
6	Monitoring & Evaluation	1
7	Legal Affairs	1
8	Marketing, Research & Communications	1
9	ICT	2
10	Audit & Risk	1
11	Supply Chain Management	1
	<b>TOTAL</b>	<b>35</b>

#### The successful applicants will be required to have the following documents listed below in line with the Internship Policy and Guidelines for the Public Service;

1. Valid certificate of good conduct
2. Personal accident insurance cover for the internship period
3. Copy of PIN certificate
4. National Identity Card (ID) or copy of Passport
5. Two (2) colored passport size photos

#### Eligibility and Duration of Internship

Be unemployed Kenyan graduates of degree/diploma programmes from recognized training institutions who have completed their degree courses and have not been exposed to work experience related to their area of study.

The above positions are on a maximum twelve (12) Month strictly nonrenewable contract. The individuals recruited shall be of high integrity and must satisfy the requirements of Leadership and Integrity set out in Chapter six (6) of the Constitution of Kenya.

A **stipend** of Kshs 20,000 per month will be paid for the duration of the internship contract.

#### Application Procedure

Qualified Kenyans are invited to submit an application form which can be downloaded from the WEF website ([www.wef.co.ke](http://www.wef.co.ke)) together with up to date CV, copies of certificates, testimonials, names and contacts of three referees.

All these should be in a sealed envelope indicating the preferred department, office location and reference number to reach the undersigned by 1<sup>st</sup> July, 2019 5:00 p.m. **More details on the basic requirements of each of the roles can be found on the website.**

**The Chief Executive Officer  
Women Enterprise Fund  
Block A, Eastern Wing, 11<sup>th</sup> Floor  
P.O. Box 17126, 00100  
Nairobi, KENYA**

#### Please Note:

- a) The Fund WILL NOT offer employment after completion of the program.
- b) Incomplete applications WILL NOT be considered.
- c) Only shortlisted candidates will be contacted.
- d) Only hardcopy applications will be accepted.

**WEF is an equal opportunity employer and does NOT discriminate any applicant on the basis of their HIV status, ethnic background, sex, religion, disability, or marital status yet is attentive to gender, regional and ethnic balance.**

**Canvassing will lead to automatic disqualification.**