



9TH MAY 2019

Terms of Reference – Communication Intern (1)

About Mzalendo

Mzalendo is a non-partisan entity that keeps an eye on Kenyan Parliament with a mission to facilitate public participation in Parliamentary processes through information sharing, research and networking. Our vision is to see Informed, Empowered and Engaged citizens transforming society by holding their leaders to account. Mzalendo was an initiative in the form of a blog in 2005 and registered as a trust in late 2013.

About the Project

With support from the Netherlands Institute for Multiparty Democracy (NIMD) Mzalendo will implement a project titled, *Civil Society Organizations Impact Kenya's Policy Making and Governance in 2019*. The project seeks to deepen the linkage between the public and political actors, enhance access to information on Parliamentary decisions and further, document the contribution of special interest groups in Parliament.

Background information

Article 93 of the Constitution establishes the institution of Parliament. Among the roles of Parliament is the protection of the constitution and the democratic space. The Constitution guarantees the right to public participation in the legislative process. Article 118 (1) (a) provides that Parliament shall conduct its business in an open manner, and its sittings and those of the committees shall be open to public. Part (b) of the same article provides that parliament shall facilitate public participation and involvement in the legislative and other business of Parliament and its committees.

The Constitutional safeguards provide the public with the right to submit written memoranda on proposed legislation and Parliament proceedings are availed to the Public through livestreaming. Article 33 guarantees the freedom of expression, including the right to seek, receive or impart information or ideas including during public participation processes.

Article 35 of the Constitution also provides for the right to Access information held by state organs, including information required for meaningful public participation.

Objective and Scope of Work – Communication Intern

It is against the foregoing background that Mzalendo seeks to engage an intern to support the realization of project objectives. The main duties and responsibilities of the intern will be:

1. Support in the Communication Officer with social media management including live tweeting of Parliamentary sessions, dissemination of Mzalendo's newsletter and dissemination of Parliamentary calls for Public Participation among others;
2. Track the Hansards for all decisions taken by the National Assembly and Senate during their plenary sittings;
3. Attend Parliamentary Public meetings for receipt of public views on matters before the house
4. Support research efforts on the development of the weekly newsletter
5. Support the uploading of bills on Mzalendo's annotation platform 'Dokeza.'
6. Any other responsibility as may be assigned by the team

Qualifications and Competencies – Communication Intern

- i. Political science graduate with demonstrated communication experience or a Communication graduate with good understanding of governance issues
- ii. Relevant educational qualifications, preferably diploma/degree in communication, political science or any other related course
- iii. Ability to work within strict timeframes;
- iv. Creativity, flexibility and ability to work within deadlines
- v. High level of professional integrity.
- vi. Good communication skills

Contract Period

The Communication Intern will be engaged for a period of 3 months from June to August 2019 with possibility of extension depending on performance and availability of funds.

How to apply

1. The applicant should submit a curriculum of no more than two pages and; a cover letter to community@mzalendo.com by 17th May 2018 COB.
2. The application subject line should clearly indicate the position you are applying for;

Canvassing will result in immediate disqualification. Only shortlisted applicants will be contacted.