



## COMMUNICATION INTERN

### About Mzalendo Trust:

Mzalendo ('Patriot' in Swahili) Trust is a Kenyan non-partisan Parliamentary Monitoring Organization started in 2005 and whose mission is to promote 'open, inclusive, and accountable Parliaments in Kenya and Africa.' We do so by creating and managing civic tech tools, producing evidence-based research, and leading and facilitating advocacy and partnerships with Parliaments, citizens and other relevant stakeholders. We believe that success in our work will build more effective and responsive legislation and political processes that ultimately support Kenya's national development goals. Our work is anchored on our [5 Year Strategic Plan](#).

### Job Purpose

Mzalendo seeks to engage an intern in the Communication Department with the overall objective of enhancing communications operations. Under the direct supervision of the Communication Officer, the Intern will help secure the Department's effectiveness in the diverse communication roles; information conception, preparation, dissemination and post dissemination assessment.

More specifically, the Intern will be responsible for the tasks listed hereunder

1. Supporting the Communication Officer with social media management including; live tweeting of Parliamentary sessions, weekly summaries of the Parliamentary proceedings, dissemination of Mzalendo's newsletter and dissemination of Parliamentary calls for Public Participation among others.
2. Assist in conducting interviews with Parliamentarians and experts alike on legislative proposals and issues that are of public interest.
3. Support the generation of communication plans and content in line with the organization's programmes being undertaken
4. Generate reports from meetings attended.
5. Support research efforts on the development of the weekly newsletter.
6. Support the uploading of bills on Mzalendo's annotation platform 'Dokeza.'
7. Supporting the Communication Officer in managing and updating the website information.
8. Assist in generation of monthly and quarterly communication reports.
9. Any other responsibility as may be assigned by the team.

## **QUALIFICATIONS**

- A minimum of Bachelors' Degree in Communications, Public Relations, Journalism or any other related field from a recognized institution of higher learning;
- At least one-year demonstrable relevant work experience;
- Basic knowledge on photography, videography and graphics design.

## **COMPETENCIES**

- Good understanding of governance issues;
- Ability to work within strict timeframes;
- Creativity, flexibility and ability to work within deadlines;
- High level of professional integrity;
- Good communication skills;

## **DESIRABLE**

- Good knowledge of and interest in political and current affairs.

## **Submission of application:**

Please email a cover letter and curriculum vitae to [community@mzalendo.com](mailto:community@mzalendo.com). Kindly indicate the title of the position in the subject of your email.

The application must reach us on or before **11 p.m.** on **Friday 25 August 2021**.

*Mzalendo is an equal opportunity employer. Only shortlisted candidates will be contacted.*

*Mzalendo does not solicit fees for any job advertisement.*