



**OFFICE OF THE DEPUTY VICE CHANCELLOR
(ADMINISTRATION, FINANCE AND PLANNING)**

ADVERTISEMENT FOR INTERNSHIP POSITIONS

In support of the ongoing effort by the Government to capacity build the youths, the University would like to engage seven (7) interns in ICT, Library and Human Resource Sections for a period of one (1) year. The interns will work under the supervision of a senior staff to gain practical work experience which will improve their competencies and competitiveness in their career life.

Applications are invited from suitably qualified candidates for the following positions:

1. ICT and Library Services – 5 Positions

Requirements

The interns should have the following basic requirements:

- 1) A Degree in any of the following fields: Computer Science/Informatics/IT/information science/Communication and Journalism or any other ICT related discipline from recognized institution.
- 2) Be a Kenyan youth aged between 21 and 27 years.
- 3) Must have completed degree programme in the last two (2) years.
- 4) Must demonstrate exemplary skills in any of the following areas:
 - a) Customizing, installing and troubleshooting systems
 - b) Installing and administering networks
 - c) Managing and repairing computer systems
 - d) Library management systems (e.g. Koha), Institutional Repository, E-learning platforms (e.g. Moodle)
 - e) Good Library management skills
 - f) Design, develop and update content for the University website including social media platforms
 - g) Data entry and database management
- 5) Possession of Rongo University degree will be an added advantage

2. Human Resource – 2 Positions

Requirements

The interns should have the following basic requirements:

- 1) A Degree in any of the following fields: Human Resources Management, Business Administration or HR related discipline from recognized institution.
- 2) Be a Kenyan youth aged between 21 and 27 years.
- 3) Must have completed degree programme in the last two (2) years.
- 4) Must demonstrate exemplary skills in the following areas:
 - a) Human resource information system and databases
 - b) Use of MS Office
 - c) Full-cycle recruiting
 - d) Employee relations and related labour laws
 - e) Organizational skills
 - f) Public relations and customer care skills
 - g) Interpersonal and communication skills
- 5) Possession of Rongo University degree will be an added advantage

Personal attributes:

In addition, the following attributes will be considered (**All positions**):

- 1) Must be a person of high integrity and a sense of confidentiality
- 2) Must be easy to work with, self-driven, dynamic and goal oriented.
- 3) Should possess good interpersonal, communications skills and a team player

For each of the above positions, four (04) copies of application should be submitted together with copies of updated curriculum vitae giving details of applicant's age, academic, professional qualifications, telephone contact, name and emails address of three (3) referees and copies of certificates and testimonials.

Applications should be addressed to:

The Deputy Vice Chancellor
Administration, Finance and Planning
Rongo University
P.O. Box 103-40404
RONGO

so as to reach him on or before Tuesday 24th September, 2019.