



Human Resource Management Professionals
Examinations Board
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INTERNSHIP OPPORTUNITY AT HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD (HRMPEB)

Applications are invited from qualified graduates for the internship opportunities shown below.

S/N	AREA OF SPECIALIZATION	NO. OF INTERNS
1.	Corporate Communication	1

NOTE:

1. For details on the above advertised positions and how to apply, applicants are advised to visit the Board's website www.hrmpeb.or.ke
2. Interested and qualified graduates are requested to make their applications through email recruitment@hrmpeb.or.ke so as to reach the undersigned on or before Thursday, 9th February 2023 at 5:00pm.

The Secretary/CEO
HRMPEB
P.O Box 23733 – 00100
NAIROBI.

3. Only shortlisted candidates will be contacted.

N/B: Chapter 232(1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic group and persons with disabilities.

AREA OF SPECIALTY: CORPORATE COMMUNICATION (1 POSITION)

An intern at this level will work under the guidance and supervision of a senior officer.

Duties and Responsibilities

organizing corporate events; preparations of publication materials; maintaining media database; organizing protocol and media events; developing information, education and communication materials; implementing corporate social responsibility programs; Carrying out marketing activities; maintaining mailing list of all stakeholders; assisting in handling complaints; and media monitoring to mitigate against negative publicity and manage reputation risk.

Requirements for Appointment

Bachelor's degree in any of the following disciplines: Communication; Marketing, Public Relations or equivalent qualification from a recognized institution.

OTHER REQUIREMENTS/CONDITIONS FOR ALL INTERNS

Duration of internship period for the advertised positions is standard twelve (12) months.

Eligibility for Internship

Eligible Candidate include:

- i. Unemployed Kenyan graduate who have completed their degree courses and have not been exposed to work experience related to their area of study;
- ii. Graduates of degree and diploma programmes, for whom internship is a requirement for registration by their respective professional bodies;
- iii. Graduates who have not benefited from the programme; and

Medical Insurance Cover

All successful interns will be expected to have the National Hospital Insurance Fund (NHIF) medical insurance cover or any other from a reputable medical insurance firm.

Security/Vetting

At the time of reporting,

Successful interns shall be required to produce:

- i. Original academic Certificates;
- ii. Valid certificate of good conduct from the Directorate of Criminal Investigation;
- iii. National Identity Card (ID) or Passport;
- iv. PIN certificate from Kenya Revenue Authority;
- v. Two (2) coloured passport size photographs; and
- vi. Shall be vetted and sign a standardized security declaration form.

Intern Entitlements

Successful intern will be entitled to:

- i. sick leave, annual leave and compassionate leave as applicable in the prevailing public service regulations;
- ii. Payment of monthly stipend and subsistence allowance when out of duty station at the rates prescribed in the public service guidelines; and
- iii. Certificate of Internship Program.