



## **COUNCIL OF GOVERNORS**

### **INTERNSHIP OPPORTUNITY**

#### **1.0 Background**

The Council of Governors (CoG) is established under Section 19 of the Intergovernmental Relations Act 2012 with the mandate to provide a mechanism for consultation amongst County Governments, share information on performance of the counties in execution of their functions, facilitate capacity building for governors, and consider reports from other intergovernmental forums on national and county interests amongst other functions (Section 20).

For better execution of its mandate, the Council of Governors is established in various sectorial working Committees and Departments. To enable the Council achieve its mandate and vision, the Council wishes to recruit an Intern to support the Transport, Infrastructure & Energy Committee at the Council:

#### **2.0 Scope of Assignments**

The specific duties and responsibilities will include:

- Assist in the Coordination of intra and inter agency and governmental consultations on Energy sector issues, including existing and evolving energy policies, legislation, regulations and programmes;
- Prepare a schedule with updates of all the files that have been tasked to the Transport, Infrastructure, and Energy Committee and generate simple reports indicating: Files worked on, matters pending from the files, action points on pending matters and persons responsible for each action points;
- Assist in the coordination and harmonization of CoG views and perspectives on energy and Infrastructure matters;
- Providing assistance in terms of information, research, policy analysis, and resource development for county governments on matters affecting the sector

- Assist in the establishment of an effective research and knowledge management platform for sharing best practices in the sector in comparison to other jurisdictions to enhance improved service delivery.
- Prepare reports on progress, challenges and achievements of the committee;
- Maintain and provide access to statutory registers of the supervisor;
- Undertake any other responsibilities as assigned by the supervisor
- Support the Committee work through organizing and coordinating consultative meetings with relevant stakeholders and preparing minutes/ reports
- **Perform any other duty as maybe assigned by the Supervisor**

### 3.0 Supervision

The Intern will report to the Principal Program Officer in charge of Transport, Infrastructure & Energy.

#### Duration of the assignment

The internship duration is for a period of six (6) months.

### 4.0 Required Qualifications

- Have a Bachelor's Degree in Civil, Electrical, Mechanical Engineering, Petroleum, Law and Energy.
- Certificate in Computer applications.
- Experienced in undertaking comprehensive research;
- Outstanding Interpersonal, analytical and communication skills;
- Ability to follow deadlines, accuracy and attention to detail;
- A high level of computer literacy and proficient in written and spoken English and Kiswahili; and
- Ability to work independently and as part of a team.

Interested persons should send their CV with names and addresses of three referees and Cover letter **ONLY** to [hrcog@cog.go.ke](mailto:hrcog@cog.go.ke) on or before **Wednesday 31<sup>st</sup> August, 2022**, indicating the name of the position applying for in the subject on the email.

#### **Council of Governors is an equal opportunity Employer.**

Persons living with disabilities and Persons from the marginalized areas are encouraged to apply. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.