OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

OUR MISSION

“To provide an impartial, effective and efficient prosecution service to all Kenyans”

VACANCIES FOR INTERNSHIP

Pursuant to Section 13(2) of the Office of the Director of Public Prosecutions Act No. 2 of 2013, the Office shall have power to appoint, control and supervise its staff in a manner and for such purposes as may be necessary for the promotion of the purpose and the object for which the Office is established.

The Office seeks to engage highly motivated Kenyans to undertake internship for a period of Six [6] months commencing August 2019.

INTERNSHIP (50 POSTS)

Vacant Positions

i. Human Resource Management & Development
ii. Finance
iii. Accounts
iv. Records Management
v. ICT
vi. Communications
vii. Procurement

Requirements for engagement as an Intern

i. Be a Kenyan Citizen,
ii. A Degree Certificate in any of the following Social Sciences from a recognized University;
   • Human Resource Management
   • Bachelor of Commerce [Finance, Accounts, HRM]
   • Information Science
   • ICT
   • Public Communication
   • Supply Chain Management

Or

iii. Diploma Certificate (Where internship is a requirement for registration by respective professional bodies).
iv. A copy of the National Identity Card.

Personal Attributes
i. Demonstrate good verbal and written communication skills in both English and Kiswahili,
ii. Demonstrate a proactive attitude and willingness to learn and to be part of a team,
iii. Ability to handle challenging assignments within timelines, and be
iv. Computer literate.

Wages [Stipend]: Kshs. 15,000.00 as directed by the Authorized Officer as provided in the Public Service Commission [K] Circular Ref. PSC/ADM/14/V [108] Dated 16th December 2016.

Terms of Service: Internship

Benefits: An Intern will not be entitled to any leave, service gratuity, medical or any other benefit.

Interested and qualified candidates are invited to make their applications using the attached ODPP Internship Application form and attach COPIES of the following documents:
- National Identity Card;
- Academic and Professional Certificates;
- Any supporting documents and testimonials

Completed application forms should be addressed to:

The Secretary Public Prosecutions
Office of the Director of Public Prosecutions
NSSF Building 19th Floor, Block ‘A’
P.O. Box 30701 - 00100
NAIROBI

So as to reach the Office of the Director of Public Prosecutions on or before 4th July, 2019.

Women, persons with disability and those from marginalized Communities are encouraged to apply.

Only shortlisted candidates will be contacted.

DORCAS ODUOR, EBS, OGW
SECRETARY, PUBLIC PROSECUTIONS