



## INTERNSHIP OPPORTUNITY

Kenya Dairy Board is a State Corporation established in 1958, under the Dairy Industry Act Cap. 336 Laws of Kenya. The Board is charged with the responsibility to regulate, promote and develop the dairy industry and to ensure the adoption of measures and practices designed to promote greatest efficiency in the dairy industry.

The Board is seeking to offer opportunities to qualified professionals who are focused, organised and result oriented for its Internship programme.

### **1) Internship in Compliance Department**

#### **Qualification**

- A Diploma or Bachelor's Degree in Dairy Technology, Food Science and Technology, Public Health, Animal science or equivalent qualification from a recognized institution;
- Proficiency in Computer applications;
- Must be Kenyan Citizen aged 34 years and below and
- Must have graduated from institutions of higher learning in the last (2) years

### **2) Internship in Internal Audit Department**

#### **Qualification**

- Bachelor's Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;
- Certified Public Accountant (K), Certified Internal Auditor (CIA);
- Proficiency in Computer applications;
- Must be Kenyan Citizen aged 34 years and below and
- Must have graduated from institutions of higher learning in the last (2) years.

### **3) Internship in Administration Department**

#### **Qualification**

- Diploma or Bachelor's degree in any of the following; Archives and Records Management, Information Management, Information Science, Library Science or any other relevant and equivalent qualifications from a recognized Institution;
- Proficiency in computer applications;
- Must be Kenyan Citizen aged 34 years and below and
- Must have graduated from institutions of higher learning in the last (2) years

#### **4) Internship in Human Resource Management Function**

##### **Qualification**

- Diploma or Bachelor's degree in any of the following disciplines:- Human Resource Management, Human resource Development, Industrial Relations, Business Administration or equivalent qualification from a recognized institution;
- Proficiency in computer applications;
- Must be Kenyan Citizen aged 34 years and below and
- Must have graduated from institutions of higher learning in the last (2) years

#### **5) Internship in Supply Chain Management Function**

##### **Qualification**

- Diploma or Bachelor's degree in Purchasing and Supplies Management from the Chartered Institute of Purchasing and Supplies (CIPS) or KISM or any other relevant and equivalent qualification from a recognized institution;
- Proficiency in computer applications;
- Must be Kenyan Citizen aged 34 years and below and
- Must have graduated from institutions of higher learning in the last (2) years

#### **6) Internship in Information, Technology and Communication Function**

##### **Qualification**

- Bachelor's Degree in any of the following disciplines: - Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;
- Proficiency in computer applications and programming;
- Must be Kenyan Citizen aged 34 years and below and
- Must have graduated from institutions of higher learning in the last (2) years.

##### **Personal Attributes & Competence**

- Team Player
- Result oriented
- Innovative
- Firm and Fair
- Environmental Conscious
- Professionalism

### **How to Apply**

Application accompanied by a detailed CV containing academic qualifications, email addresses, day telephone contacts as well as copies of relevant certificates, testimonials, national identification card are invited from persons qualified for the above positions.

The applicants should also provide names, telephone numbers and contact addresses of a least two referees who are knowledgeable about their competence and area of specialization. The applicant should request their referees to submit their references directly to the undersigned.

Application and referees confidential report on the applicant's suitability for the job should only be submitted online via email on or before midnight of 7<sup>th</sup> August 2019 to [recruit@kdb.co.ke](mailto:recruit@kdb.co.ke) addressed to:

**The Managing Director,  
Kenya Dairy Board,  
Headquarter Office,  
NSSF Building, Block "A", Eastern Wing 10<sup>th</sup> Floor  
P.O Box 30406-00100,  
NAIROBI**