



## THE CO-OPERATIVE UNIVERSITY OF KENYA (CUK)

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### OFFICE OF THE DEPUTY VICE CHANCELLOR FINANCE, PLANNING & ADMINISTRATION

CUK/A/160D

JANUARY, 2020

### VACANCIES FOR INTERSHIPS

The Co-operative University of Kenya (CUK) is a State owned University established by the Government of Kenya under the Universities Act 2012. The CUK is located in Karen, approximately 20km from Nairobi City Centre, a very conducive environment for serious academic engagement and learning.

The Vision of the University is to be a leading University in Co-operative Training, Education, Research and Innovation and the Mission of the university is to provide education, training, research and consultancy in order to produce leaders in the fields of Co-Operative Development, Community Development, Rural Transformation, Business, Applied Sciences, Information and Communication Technology for Development.

The Co-operative University of Kenya invites applications from suitably qualified persons for the positions of internship in the University main campus as follows:

**a) Public Relations Intern**

(CUK/NT/PR/01/20(1))

**b) Audit intern**

(CUK/NT/AUDIT/01/20(1))

**c) Graphic Design Intern**

(CUK/NT/GRAPHIC DESIGN/01/20(1))

**d) Medical Records Intern**

(CUK/NT/DISP/01/20(1))

**f) ICT Intern (Web design)**

(CUK/NT/ICT/01/20(1))

g) **Telecommunications Intern**

(CUK/NT/ICT/01/20(1))

h) **Administrative Assistant Intern**

(CUK/NT/ADMIN.ASST/01/20 (2))

i) **Secretary**

(CUK/NT/Secretary/01/20(2))

j) **Clerk**

(CUK/NT/Clerk /01/20(2))

**Applicants should meet the following requirements:**

1. Be unemployed Kenyan graduates from recognized training institutions;
2. Must have completed degree/diploma programmes and have not been exposed to work experience related to their area of study;
3. Be graduates of degree/diploma programmes for whom internship is a requirement for registration by their respective professional bodies;
4. Should not have retired or exited from formal employment; and
5. Has never benefited from a similar programme.

a) **Public Relations Intern**

(CUK/NT/PR/01/20(1))

**Qualification:** Diploma in Communications, Marketing or Public Relations from an accredited Institution.

**Duties and responsibilities:**

In liaison with the In-charge Public Relations:

1. Approve the corporate trend to maintain a positive image of the University;
2. Coordinate organization of protocol during all University functions and media events;
3. Continually build all aspects of the University's brand in collaboration with its stakeholders;
4. Ensure consistent articulation of the University's brand to internal and external stakeholders;

5. Design and implement effective internal communication strategies to the University's various constituencies;
6. Develop, implement and monitor effective use of the departmental budget;
7. Develop and implement a strategic marketing, student admissions; communications, Public Relations and digital strategies in line with the overall University's Strategic Plan.

**a) Audit Intern**

(CUK/NT/AUDIT/01/20(1))

**Qualification:** Bachelors Degree in accounting from a recognized or accredited Institution.

**Duties and responsibilities:**

In liaison with the In-charge Internal Audit:

1. Undertake comprehensive audits on utilization of resources;
2. Ensure compliance with established internal control procedures by examining; records, reports, operating practices, and documentation;
3. Verify assets and liabilities by comparing items to documentation;
4. Ascertain correctness of accounting records;
5. Draw audit programmes;
6. Prepare audit report queries and observations.

**b) Graphic Design Intern**

(CUK/NT/GRAPHIC DESIGN/01/20(1))

**Qualification:** Bachelors Degree in Graphic Design from a recognized or accredited Institution.

**Duties and responsibilities:**

1. Understand and create visual communications to convey messages effectively and aesthetically;
2. Articulate ideas to clients through graphic design;
3. Understand clients' artistic preferences;
4. Design web pages, brochures, logos, signs, books, magazine covers, annual reports, advertisements, and other communication materials;

5. Demonstrate proficiency in technology, including computer software programs, Adobe's Creative Suite including Photoshop and Illustrator.

**c) Medical Records Intern**

(CUK/NT/DISP/01/20(1))

**Qualification:**

Diploma in Medical Records

**Duties and responsibilities:**

1. In charge of medical records in the absence of the Officer in charge of medical records;
2. Carries out all duties related to medical records as allocated;
3. Consults with the officer in charge of medical records in the management of the medical records.

**f) ICT Intern (Web design)**

(CUK/NT/ICT/01/20(1))

**Qualification:** Bachelor's Degree/Diploma in IT

**Duties and responsibilities:**

In liaison with PICTO:

1. Improve the design and appearance of the CUK website by enforcing content standards.
2. Execute all visual design stages from concept to final stage;
3. Conceptualize original website design ideas that are user friendliness;
4. Create wireframes, storyboards, user flows, process flows and site maps to communicate interaction and design ideas;
5. Present and defend designs and key deliverables to peers and executive level stakeholders;
6. Establish and promote design guidelines, best practices and standards;
7. Perform any other duties as assigned by PICTO.

**g) Telecommunications Intern**

(CUK/NT/ICT/01/20(1))

**Qualification:** Bachelors Degree/Diploma in Telecommunications Systems

**OR**

Bachelors Degree/Diploma in Computer Science

**Duties and responsibilities:**

1. Installing and maintaining Telecommunication Systems;
2. Coordinating and Managing the equipment and ensuring they are in working condition;
3. Performing regular tests on systems to ensure all components are running well;
4. Cleaning and handling delicate equipment to avoid breakage;
5. Ensuring safety of the equipment;
6. Reporting to the PICTO any equipment not functioning to enable repairs.

**h) Administrative Assistant Intern**

(CUK/NT/ADMIN.ASST/01/20(1))

**Qualification:** Bachelors Degree in Social Sciences from a recognized or accredited Institution.

**Duties and responsibilities**

1. Assist in administrative duties including: verification of information on recruitment, appointment, training, staff deployment, personnel records, student admissions, student records and industrial relations;
2. Assist in implementation of administrative decisions by the department where he/ she is deployed;
3. Carry out administrative activities in his/her area of jurisdiction.

**i) Administrative Assistant Intern (Economics Major)**

(CUK/NT/ADMIN.ASST/01/20 (1))

**Qualification:** Bachelors Degree in social sciences/Economics from a recognized or accredited Institution.

**Duties and responsibilities**

1. Assist in administrative duties including: verification of information on recruitment, appointment, training, staff deployment, personnel records, student admissions, student records and industrial relations;

2. Assist in implementation of administrative decisions by the department where he/she is deployed;
3. Carry out administrative activities in his/her area of jurisdiction.

#### **j) Secretary Intern**

(CUK/NT/SECRETARY/01/20(1))

**Qualification:** Higher diploma/Diploma in secretarial studies or related field

#### **Duties and responsibilities**

In liaison with the secretary:

1. Acting as a receptionist and meeting and greeting clients;
2. Answering all calls, taking messages and handling correspondence;
3. Liaising with relevant organizations and clients as required;
4. Typing, filing, maintaining diaries and collating reports;
5. Organizing and servicing meetings (producing and taking minutes);
6. Managing databases;
7. Supervising junior staff if any.

#### **j) Clerk Intern**

(CUK/NT/CLERK/01/20(1))

**Qualification:** Diploma in Records management or Social Sciences from a recognized or accredited Institution.

#### **Duties and responsibilities**

In liaison with the secretary:

1. Maintain files and records so they remain updated and easily accessible
2. Sort and distribute incoming mail and prepare outgoing mail
3. Answer the phone to take messages or redirect calls to appropriate colleagues
4. Utilize office appliances such as photocopier, printers etc. and computers for word processing, spreadsheet creation etc.
5. Take minutes of meetings and dictations
6. Assist in office management and organization procedures
7. Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages

8. Assist in making arrangements for meetings and booking venues for conferences and events
9. Perform other office duties as assigned

### **How to apply:**

Interested applicants should submit:

- a. A valid Certificate of Good Conduct from the Directorate of Criminal Investigations;
- b. Personal accident insurance cover lasting at least six (6) months;
- c. Copy of PIN certificate from Kenya Revenue Authority;
- d. Medical insurance cover from National Hospital Insurance cover (NHIF) or any other reputable medical insurance firm.

All applicants must fulfill the requirements of Chapter 6 of the constitution on Leadership and Integrity.

- a. Candidates who meet the above requirements should download and fill in a prescribed application form from the University Website [www.cuk.ac.ke](http://www.cuk.ac.ke) submit two (2) hard copies of the letter of application, certificates, national Identity Card/passport, testimonials and updated curriculum vitae to include full details of education, name and addresses of three referees and dully filled application forms;
- b. Clearly labeled and sealed applications quoting the reference number should be addressed to the undersigned and returned not later than **Thursday, 30<sup>th</sup> January, 2020 at 12 noon.**

**The Deputy Vice Chancellor, Finance, Planning & Administration**  
**The Co-operative University of Kenya**  
**P.O. Box 24814-00502**  
**Karen- Kenya**

NB:

***CUK is an equal opportunity employer. Female applicants, PWDS and those from marginalized communities are encouraged to apply.***



## THE CO-OPERATIVE UNIVERSITY OF KENYA

### INTERNSHIP APPLICATION FORM

Please complete this form in BLOCK LETTERS and submit to the office of the Deputy Vice Chancellor, Finance, Planning & Administration (FPA), CUK.

1. Campus applied for: \_\_\_\_\_
2. Full Name: \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Identity Card Number \_\_\_\_\_
5. Gender Female  Male
6. Personal Identification Number (PIN) \_\_\_\_\_
7. Certificate of Good Conduct Number: \_\_\_\_\_
8. Postal Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Town: \_\_\_\_\_
9. E-mail Address: \_\_\_\_\_
10. Mobile Number: \_\_\_\_\_
11. Home County: \_\_\_\_\_ Sub-county \_\_\_\_\_
12. Ethnicity: \_\_\_\_\_
13. Disability Status: \_\_\_\_\_
14. Educational/Professional Qualifications

S/No	Degree/ Course	University /Institution	Year of Graduation	Class/Grade

15. Area of Interest: \_\_\_\_\_

I certify that the above information is true to the best of my knowledge.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

