



NGAAF Headquarter  
Bruce House, 8<sup>th</sup> Floor  
P.O BOX 48274-00100  
**NAIROBI**



*Empowering for Self-reliance*



**NGAAF**

National Government  
Affirmative Action Fund

Website : [www.ngaaf.go.ke](http://www.ngaaf.go.ke)  
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REF: TNTP/SDP/NGAAF/24

5<sup>th</sup> August, 2019

## INTERNAL ADVERTISEMENT

### INTERNSHIP OPPORTUNITY IN THE NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND (NGAAF)

#### Advertisement Ref. No. NGAAF/8/2019.

The National Government Affirmative Action Fund (NGAAF) is a Government agency established under the Public Finance Management Act, 2012 (National Government Affirmative Action Fund) Regulations 2016. The objective of the Fund is to empower the affirmative action groups: women, youth and Persons with Disabilities (PWDs) at the County level through enhancing access to financial facilities for social-economic empowerment.

The Fund Board wishes to engage One (1) intern for a period of three (3) months in the field of Procurement.

#### Internship qualifications

- a) Be a citizen of Kenya;
- b) Have a Bachelor's Degree or Diploma in Supply Chain Management, Purchasing and Supplies Management, Commerce, Public Administration, Law, Accounting, or any other related field;
- c) Diploma in Supply Chain Management or Purchasing and Supplies Management will be an added advantage;
- d) Have knowledge of Public Procurement Regulations;
- e) Strong computer and communication skills; and
- f) Be eager to learn the operations of the organization;
- g) Must fulfill the requirements of Chapter Six (6) of the Constitution of Kenya, 2010 on leadership and integrity.

#### OTHER REQUIREMENTS

- (i) Personal accident insurance cover for the internship period.
- (ii) NHIF Card.

## **Duties and Responsibilities**

The Procurement intern will report to the Procurement Officer and be responsible for but not limited to the following:

- i. Completing duties mutually agreed upon and assigned by the supervisor;
- ii. Documenting relevant skills acquired in the department;
- iii. Actively participating in activities designed for purposes of mentorship

## **APPLICATION PROCESS**

Applications are invited from suitably qualified candidates for the above position. Those who meet the requirements should download and fill out the application form from Public Service Commission PSC (K) internship link ([www.publicservice.go.ke](http://www.publicservice.go.ke)) and submit together with copies of certificates to the address below:

**The Chief Executive Officer,  
National Government Affirmative Action Fund,  
P.O. Box 48274-00100  
NAIROBI.**

Or hand delivered to:

**The Chief Executive Officer  
National Government Affirmative Action Fund (NGAAF).  
8<sup>th</sup> Floor, Room 804  
Bruce House.  
NAIROBI.**

The applications should be received on or before Friday 16<sup>th</sup> August, 2019 at 5.00 p.m.

### **Please Note:**

- Only shortlisted candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- **THE NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND IS COMMITTED TO AVAILING EQUAL OPPORTUNITIES TO ALL KENYANS. FEMALE CANDIDATES AND PERSONS WITH DISABILITY ARE ENCOURAGED TO APPLY**

