

## Internship Program Opportunities (January to December 2025 Intake)

In support of the Government's Initiative to develop a pool of young talent for the Kenyan Labour Market, KRA is seeking applications from fresh Bachelor's Degree and Diploma Graduates for its January to December 2025 Internship Programme.

The programme aims at providing the Youth with an opportunity to acquire practical skills of their respective areas of specialization. The opportunities are open in the following disciplines: Finance, Accounting, Economics, Statistics, Data Analytics, Mathematics, Supply Chain Management, Human Resource Management, Marketing & Communication, Communications, International Relations, Diplomacy, Public Relations, Media Studies, Photography, Videography, Film Production, Animation, Television & Radio, Writing & Publishing, Digital Media, Journalism, Mass Media & Communication, Screen writing & Editing, Music Supervision, ICT, BBIT, Hospitality, Records Management, Records & Archives, Library & Information Science, Security & Safety, Security Management, Criminology, Criminal Justice, Forensics, Business Administration, Business Management, Project Management, Monitoring & Evaluation, Counselling Psychology, Occupational Health, Disaster Management, Electrical Engineering, Mechanical Engineering, Civil Engineering, Structural Engineering, Land Economics, Property Management, Quantity Survey, Actuarial Science, Transport & Logistics, Fleet Management, Law, Education, Chemistry, Analytical Chemistry.

### Requirements for engagement as an Intern:

- Must be a Kenyan Citizen aged not more than 35 years by next birthday.
- Must have graduated with a first Degree (undergraduate), or Diploma from a recognized institution between January 2023 and December 2024.
- Must be available full time for the twelve months duration of the program.
- Should **not** have undertaken any other internship or exposed to work experience in their area of specialization, after graduation.

### Pupillage Program Opportunities (January 2025 to January 2026 Intake)

Pupillage program is an internship offered to Kenya School of Law graduates to enable them attain admission to the bar. Eligibility is only for Law degree holders pursuing the Advocates Training program (Pupils) at the Kenya School of Law.

**(Please note that this program will commence in January 2025, however, the applications must be submitted by 23<sup>rd</sup> December, 2024)**

### Requirements for engagement as a pupil:

- Must be a Kenyan Citizen aged not more than 35 years by next birthday noting that this is a youth program.
- Must have a bachelor's degree in Law and pursuing the Advocates Training Program at the Kenya School of Law between January 2023 and December 2024.
- Must be available full-time for the twelve (12) months, the duration of the program.
- Upon selection one must provide an introduction letter from Kenya School of Law.

### Please Note the following:

- The deadline for application is **Monday, 23<sup>rd</sup> December 2024**.
- All applications must be submitted online (see the application guidelines below).
- You can only apply for the opportunity after successfully registering in our e-recruitment portal.
- Incomplete applications will not be considered.
- ONLY selected candidates will be contacted.
- The Authority does not guarantee employment after completion of the Internship program.
- Monthly Stipend payable is **Kshs. 25,000 (Degree holder)** and **Kshs. 18,000 (Diploma holder)** and is subject to statutory deductions.
- Once selected, candidates will be required to submit proof of a valid Personal Accident Insurance Cover, Certificate of Good Conduct, Copies of KRA PIN Certificate, SHA, NSSF, ID card and Bank Account Details.
- KRA is an Equal Opportunity Employer. Persons with Disability are encouraged to apply.

**Disclaimer: The Authority does not charge any fee for this process.**

## Application Guidelines

### Registration:

1. Go to <https://erecruitment.kra.go.ke/login> and then click on the 'Register' button to start the application process.
2. After registration, you will receive an email enabling you to confirm your email address and complete your registration.

### Log on:

1. After registration go to <https://erecruitment.kra.go.ke/login>
2. Key in your username and password then click on 'Log in' to access your account.
3. After successful log in, the system will open the 'Applicant Cockpit'.

### Candidate Profile (To create or update applicant detail):

1. On the 'Applicant Cockpit' page, go to the tab 'Candidate Profile'.
2. Click on 'My Profile' to create and update your profile.
3. Follow the instructions to complete your profile.
4. The process will end by clicking the tab 'Overview and Release'.
5. Ensure you click the check box on the page to complete the profile.

### Application process:

1. To view the open job postings, click on the tab 'Employment Opportunities' on the 'Applicant Cockpit' page.
2. Under the heading 'Job Search' click the 'Start' button to view all available vacancies.
3. Click on the Job posting to display the details of the **Internship position**.
4. To apply for the position, click 'Apply' button at the top of the page.
5. Follow the instructions to complete and submit your application.
6. Kindly note that all mandatory fields must be completed.
7. To complete the process of application, click the 'Send Application Now' button after reviewing and accepting the 'Data Privacy Statement'.

In case of any challenge or issues, please send an email query to [isupporthr@kra.go.ke](mailto:isupporthr@kra.go.ke) **Tel. 0709-01-1000**