



TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

YOUTH INTERNSHIP PROGRAM

INTRODUCTION

Technical and Vocational Education and Training Authority (TVETA) is a State Corporation established by the Technical and Vocational Education and Training Act No. 29 of 2013. TVETA is a regulatory body whose mandate is to regulate and coordinate the TVET sector through accreditation of institutions, programs and trainers as well as assure access, quality, equity and relevance in education and training.

OBJECTIVE

The objective of the TVETA Youth Internship program is to provide a platform where youths who have completed their studies can develop abilities that will help them to take up employment opportunities in different sectors. The program will provide an opportunity to gain on- the- job experience, increase knowledge, develop career goals and put together professional network. The authority is therefore inviting interested candidates from recognized universities and colleges to apply for internship opportunities.

AREA AND REQUIREMENTS

S/N	Area to be Deployed	Number Required	Required Qualifications
1.	Accreditation and Outreach Services	1	A Bachelor degree/Diploma in Information Technology (Database Management) or its equivalent
2.	Accreditation and Outreach Services	1	A Bachelor degree/ Diploma in Records Management or Information Science
3.	Strategy, Planning, & Research	1	A Bachelor degree/ Diploma in Statistics with IT

PROCEDURE FOR APPLICATION

Complete the **APPLICATION FOR INTERNSHIP PROGRAMME FORM** (Attached below) and attach the following documents:

1. A formal internship application letter
2. Current Curriculum Vitae

3. University/College Certificate or Completion Letter (for those who have completed and have not graduated)
4. Individual performance transcripts
5. A copy of the National identity card
6. A copy of certificate of good conduct

Submit your application to the below address on or before **14th June 2019 at 5.00 PM.**

**The Director General/CEO,
Technical and Vocational Education and Training Authority (TVETA)
Utalii House, 8th Floor
Utalii Street, Off Uhuru Highway
P. O. Box 35625–00100
NAIROBI**

NOTE TO APPLICANTS:

- The program is for six (6) months renewable once subject to satisfactory performance.
- Remuneration will be as per the prevailing government rates subject to statutory deductions.
- **INCOMPLETE** applications will not be considered or reviewed.
- **TVETA WILL NOT EXTEND INTERNSHIP OR OFFER EMPLOYMENT** unless there is vacancy after the completion of the program which will be filled competitively.
- Note that a valid copy of your personal accident insurance cover and a medical insurance cover by the National Hospital Insurance Fund (NHIF) or any other reputable medical insurance firm shall be required when starting the internship.
- Only short listed candidates will be contacted.

TVETA is an equal opportunity employer and canvassing, directly or indirectly, will result to disqualification. Persons living with disability (PWD) who have the required qualifications and skills are encouraged to apply.



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APPLICATION FOR INTERNSHIP PROGRAMME

Please complete this form in BLOCK LETTERS and submit to Technical and Vocational Education and Training Authority (TVETA)

1. Full Name.....
2. Date of Birth.....
3. Identity Card Number..... Gender...Male. Female
4. Personal Identification Number (KRA PIN)
5. Certificate of Good Conduct Number.....
6. Postal Address..... Postal Code..... Town.....
7. Email Address.....
8. Mobile Number.....
9. Home County.....Sub-County.....
10. Ethnicity.....
11. Disability Status.....

12. Education/Professional Qualifications

S/NO	University/College	Area of Specialization	Grade Attained	Year of Graduation	Certificate Number

13. Area of Internship Interest.....

14. Declaration

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

Name.....

Signature.....

Date.....