

FSD Kenya Internship programme

About FSD Kenya

The Kenya Financial Sector Deepening (FSD) programme, FSD Kenya, was established in early 2005 to support the development of inclusive financial markets in Kenya. FSD understands financial inclusion as being about harnessing the power of markets to improve people's lives. Exceptional gains have been made in expanding access to finance over the last decade in Kenya.

FSD's programme

FSD's strategy is to build on this foundation to create real value for low-income people through better financial solutions. Drawing on a detailed understanding of market systems and a clear vision of the future, FSD looks to address identified systemic constraints and bring about large-scale and sustainable change. A broad range of partnerships are core to FSD's work encompassing both the public and private sectors, the latter including commercial players and non-profits. The operational nature of these partnerships varies significantly and may involve FSD financing substantial programmes of activity, offering technical assistance, commissioning relevant research and FSD's technical team collaborating on issues of shared interest. Our work ranges from direct investment in market innovations to research and policy analysis. Everything we do seeks to harness financial solutions to meet the needs of lower income households and smaller scale businesses – to help them to manage scarce resources and invest in the future. In short, our aim is to make financial markets work better for the poor.

Internship programme

The internship programme be of mutual benefit to both the individual and the organisation. An intern should expect to gain valuable work experience, to do worthwhile work. The term "internship" refers to short-term, experiential learning opportunities that help recent graduates and/or current students at institutions of higher learning enrich and enhance their educational experience through exposure to actual and practical work.

FSD Kenya is active in various functional areas related to its mandate, which can be categorized in five main pillars in **inclusive finance**:

- **Long term policy and research**
- **Regulation**
- **Payments Infrastructure**
- **Innovation**
- **Operations**

Internships are offered depending on the needs and capacity of FSD to receive and supervise interns.

Typical tasks performed by interns could include:

- Conducting researches
- Cataloguing and systematically organising information
- Analysing data
- Writing documents
- Publishing knowledge stories/best practices

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- Assisting with operational tasks, e.g. book-keeping, procurement, technology etc.
- Assisting in organising conferences, forums or other events

Preferred areas of study:

Finance, Economics, Statistics, Accounting, Micro-finance, International development, Anthropology, Gender and African studies,

Work experience

Applicants are not required to have professional work experience for participation in the internship programme but it will be considered an advantage.

Duration:

Maximum duration of **26 weeks** (1/2 year), regardless of academic requirement

Working hours:

Interns work five days per week (37.25 hours) under the supervision of a staff member. If the supervisor wants the intern to work for longer hours, the intern's consent must be sought. It is not the policy of FSD Kenya to pay overtime.

Eligibility requirements

Ideal candidates should possess the following qualifications:

- Be enrolled in an undergraduate, graduate or Ph.D. degree programme
- Have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.
- Have excellent academic performance as demonstrated by recent university or institution records.
- Be proficient in English – both written and oral.
- Be computer literate in standard software applications.
- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.
- Demonstrated keen interest in working in development of inclusive finance
- Engagement of family members as interns discouraged - Have no immediate relatives (e.g. father, mother, brother, sister) working in the FSD Kenya office.
- Have no other relatives in the line of authority who you will report to.

Competencies:

Initiative and decisiveness	Has a strong sense of engagement that leads to self-starting, taking initiative and acting decisively.
Innovation & value addition	Generates value-adding innovation through continuous improvement, idea generation and creativity.
Drive for results	Strongly motivated to achieve goals and act with accountability to deliver quality results.

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Thinking and problem analysis	Thinks clearly and intentionally in order to understand issues, solve problems and make good choices. This includes the ability to synthesize information, identifying the critical components, and summarizing into the concise and logical presentation which is so important for effective communication (especially writing).
Learning and resourcefulness	Possesses the personal resourcefulness to deal with difficult situations effectively and continually improve skills and knowledge. Being open to feedback on personal performance, accept constructive advice and are quick to adapt to changes.
Relationship building	Initiates and maintains positive relationships with others; discerning and appreciating the values, concerns and feelings of others.
Communication and influencing	Deliberately adjusts behaviour in order to address the feelings, needs and concerns of others; communicates clearly, confidently and appropriately to influence others.

Applications and processes

FSD will post internship opportunities **as and when there is need for interns**. Applicants will be required to provide a statement, an elevator pitch (no longer than a paragraph) for consideration in internship opportunities at FSD Kenya.

No specific advertisement will be circulated. Interested candidates can apply directly at FSD's website for internship. As part of this application process, applicants will be required to provide a statement, an elevator pitch (no longer than a paragraph) for an internship at FSD.

Candidates' selection and placement will be based on the level of individual competencies in line with FSD's competency framework.

Coordination, supervision and performance management

Each intern shall be assigned a Supervisor who is responsible for their professional development and day-to-day supervision.

Evaluation

At the end of the internship cycle, the intern will be requested to provide a report, evaluating the impact of programme and lessons learnt. The Supervisor will be requested to conduct a final performance review including the Intern's overall strengths and weaknesses.

Employment of the interns

FSD is under no obligation to hire an intern during or after the programme. However, interns who have completed their term may apply for any open position with FSD Kenya upon successful completion of the programme.

Organisational policies

Each intern will be required to familiarise and comply to FSDs policies and procedures.

Certificate

Upon successful completion of the programme, the intern will be awarded with a certificate/reference letter detailing the work they have undertaken, the skills and

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experience acquired, and the content of the formal performance review conducted at the end of the internship.

Termination

Either party (FSD or the intern) may terminate the letter of agreement without cause at any time upon 14 days advance written notice or 14 days' worth of monthly stipend in lieu of notice. Other policies and procedures related to termination of service process will apply as guided by the P&P manual.