



ATTACHMENT OPPORTUNITIES IN KICC

KICC wishes to provide attachment opportunities for a period of three (3) months in various departments as listed below:

Department	Area Of Specialization	No of Interns
1. Supply Chain Management	Supply Chain	2
2. Security	Security	2
3. Events	Events	2
4. Technical	Electrical	2
5. Human Resources	Human Resources/ Administration	2
6. Information Communication Technology	Technology	2
7. Business Projects	Partnerships/ Revenue Streams	2
8. Marketing	Marketing	2
9. Digital Communications	Content creation Instagram; Facebook	2
	Content creation Twitter; LinkedIn	2
10. Sales	Sales	3
11. Corporate Communication	Public Relations	1
12. Executive office	Administration/ Marketing	1
Total number		25

Note

1. For details on the above positions, applicants are advised to visit our Social media platforms.
2. Interested and qualified persons should make their application using – attachment@kicc.co.ke so as to reach the undersigned on or before 13th May 2022.

The Chief Executive Officer

Kenyatta International Convention Centre

P O Box 30746 – 00100

NAIROBI

3. Only shortlisted candidates will be contacted.

ATTACHMENT OPPORTUNITY IN KICC

Kenyatta International Convention Centre is looking for attachees in various departments who shall be placed for a period of three (3) months. Successful candidates will acquire practical skills and appropriate work ethics.

AREA OF SPECIALITY

1. SUPPLY CHAIN MANAGEMENT

Duties and Responsibilities

An attachee will be deployed in Supply Chain Management department and will work under guidance of a senior officer. Specific duties and responsibilities will entail issuing and receiving stores; assisting in stock taking; reconciliation, preparation and maintenance of records.

Requirements for Appointment

- i. Application letter
- ii. Attachment Letter from Institution of learning
- iii. Medical Insurance letter

2. SECURITY DEPARTMENT

Duties and Responsibilities

An attachee will be deployed in Security department and will work under guidance of a senior officer. Specific duties and responsibilities will be assisting in maintaining security and safety of staff, clients and property; assisting security during events; and assist in enforcing security procedures.

Requirements for Appointment

- i. Application letter
- ii. Attachment Letter from Institution of learning
- iii. Medical Insurance letter

3. EVENTS DEPARTMENT

Duties and Responsibilities

An attachee will be deployed in Events department and will work under guidance of a senior officer. Specific duties and responsibilities will entail assisting in clearing of event site and close of an event; assist in movement of equipment and material during events and breakdown.

Requirements for Appointment

- i. Application letter
- ii. Attachment Letter from Institution of learning
- iii. Medical Insurance letter

4. TECHNICAL DEPARTMENT

Duties and Responsibilities

An attachee will be deployed in Electrical Section in Technical department and will work under guidance of a senior officer. Specific duties and responsibilities will entail providing support in electrical section.

Requirements for Appointment

- i. Application letter
- ii. Attachment Letter from Institution of learning
- iii. Medical Insurance letter

5. HUMAN RESOURCES DEPARTMENT

Duties and Responsibilities

An attachee will be deployed in Human Resources department and will work under guidance of a senior officer. Specific duties and responsibilities will entail carrying out pre-induction preparation for new hires and ensuring necessary forms are filled when new hire reports; handling staff welfare issues; ensuring compliance with statutory obligations.

Requirements for Appointment

- i. Application letter
- ii. Attachment Letter from Institution of learning
- iii. Medical Insurance letter

6. INFORMATION COMMUNICATIONS TECHNOLOGY

Duties and Responsibilities

An attachee will be deployed in ICT department and will work under guidance of a senior officer. Specific duties and responsibilities will entail providing support during events at the Centre.

Requirements for Appointment

- i. Application letter
- ii. Attachment Letter from Institution of learning
- iii. Medical Insurance letter

7. BUSINESS PROJECTS

Duties and Responsibilities

An attachee will be deployed in Business Projects department and will work under guidance of a senior officer. Specific duties and responsibilities will assist in Preparatory meetings for major events; develop ideas of viable business projects; introduce and market new products.

Requirements for Appointment

- i. Application letter
- ii. Attachment Letter from Institution of learning
- iii. Medical Insurance letter

8. MARKETING

Duties and Responsibilities

An attachee will be deployed in Marketing department and will work under guidance of a senior officer. Specific duties and responsibilities will entail assist in identification of ideal corporate giveaways for planned marketing activities; assist in monitoring stock level of collateral materials in liaison with marketing manager and stores respectively.

Requirements for Appointment

- i. Application letter
- ii. Attachment Letter from Institution of learning
- iii. Medical Insurance letter

9. DIGITAL COMMUNICATIONS DEPARTMENT

Duties and Responsibilities

An attachee will be deployed in Digital Communications department and will work under guidance of a senior officer. Specific duties and responsibilities will entail drafting social media posts for approval; and assist in managing our social media platforms.

Requirements for Appointment

- i. Application letter
- ii. Attachment Letter from Institution of learning
- iii. Medical Insurance letter

10. SALES DEPARTMENT

Duties and Responsibilities

An attachee will be deployed in Sales department and will work under guidance of a senior officer. Specific duties and responsibilities will entail sourcing for new conference clients; business presentation to potential clients; communicate clients goal and represent their interest.

Requirements for Appointment

- i. Application letter
- ii. Attachment Letter from Institution of learning
- iii. Medical Insurance letter

11. CORPORATE COMMUNICATIONS

Duties and Responsibilities

An attachee will be deployed in Corporate Communications department and will work under guidance of a senior officer. Specific duties and responsibilities will entail media monitoring, preparation of media briefs, press releases, maintaining public relations records and participating in department activities.

Requirements for Appointment

- i. Application letter
- ii. Attachment Letter from Institution of learning
- iii. Medical Insurance letter

12. EXECUTIVE OFFICE

Duties and Responsibilities

An attachee will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail assisting general office administration.

Requirements for Appointment

- i. Application letter
- ii. Attachment Letter from Institution of learning
- iii. Medical Insurance letter