



Vacancy: Intern - Programmes Department

The East African Wild Life Society (EAWLS) is a membership-based public benefit organization that seeks to enhance the conservation and wise use of the environment and natural resources in the East African Region. EAWLS came into being in 1961 and works in four key thematic areas; forests, wildlife, marine and wetlands.

EAWLS - is seeking for an intern to support in the delivery of our Programmes /projects for a period of 6 months.

Tasks and Responsibilities

The intern will work under the direct supervision of the Project Manager and overall guidance of the Head of Programmes;

- a) Searching and shortlisting of potential grant opportunities for the EAWLS programmes team to explore.
- b) Carrying out research and literature reviews to support the work of the EAWLS programmes team.
- c) Contributing to proposal development for funding of programme activities
- d) Maintaining an overview of national, regional and global conservation issues
- e) Supporting project/programme implementation including fieldwork.
- f) Representing EAWLS in official occasions and functions, including workshops & conferences when called upon
- g) Promoting EAWLS and its work and dealing with enquiries from the general public, members and other interested parties.
- h) Writing all reports as guided by your supervisors.
- i) Undertaking other duties as may be assigned by your supervisor.

Education and Experience

Undergraduate degree (Bachelor) in Environmental Studies /Natural resources management, Additional certifications that exemplify a desire for continued education will be an added advantage.

In order to be considered for the position, the applicant should meet the following criteria:

- Knowledgeable on contemporary issues in conservation
- Ability to engage multiple stakeholders on conservation related issues
- Motivated and inspired to take concrete actions for conservation and sustainable use of natural resources,
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results,
- Good oral and written communications skills and demonstrated research abilities and interest
- Internet proficiency as well as proficiency in MS Office (Word, Excel, and PowerPoint) is required.
- Ability to multi-task duties and apply practical problem-solving skills as needed,
- Shows persistence when faced with challenges and remains calm in handling complex situations.

Place and Hours of Work

EAWLS Head Office, Riara Road off Ngong Road - Nairobi. Working hours will be from 8.15 a.m. - to 5:00 p.m., Monday to Friday, with one hour fifteen minutes lunch break between 12:45 p.m. and 2:00 p.m.

Submission of applications

Qualified candidates are invited to send their CV and letter of motivation by e-mail to: info@eawildlife.org on or before **27th September 2020**.

Only shortlisted candidates will be contacted.