



Film Kenya...Capture Africa!

Kenya Film Commission (KFC) is a State Corporation mandated to promote the development of a vibrant film and television industry in Kenya and to market Kenya as a center for excellence in film production. KFC has exciting internship opportunities and seeks to recruit the appropriate person to fill the position. The main aim of the internship is to give the interns an opportunity to experience and work in the real corporate environment.

Executive Secretary and Administration Intern

The Intern will provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. And perform general office duties such as ordering supplies; maintain records management systems and performing basic bookkeeping work.

Kenya Film Commission is an equal opportunity employer and persons living with disability, women and youth are encouraged to apply.