

## INTERNSHIP OPPORTUNITIES



*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 persons to fill the positions. The main aim of the internship is to give the interns an opportunity to experience and work in the real corporate environment.

### **Production & Liaison Office Intern.**

Are you creative thinker, capable of bringing innovative ideas to an on-going project, do you have the most need critical editorial journalism skills and an eye for details. Interested in becoming an influencer and leader in our latest project; Are you available to start immediately on a 3 month industry attachment opportunity well mentored by professionals at the start of your career.

### **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.

### **Human Resource Intern**

Do you hold a Degree in Human Resource Management or a Bachelor of Arts Social Sciences and a Diploma in Human Resource Management would be an added advantage. A Self-motivated individual with Positive attitude, Results and performance oriented. Do you have excellent inter-personal and communications skills and willing to learn and able to demonstrate high levels of Integrity and honesty. This is your opportunity to harness your skills and develop a career in Human Resources.

### **ICT Intern**

ICT department is looking for a fresh graduate (Computer Science/IT) intern who is solution oriented, articulate, social media savvy, fast learner and very hands on. The intern should have knowledge in the following programs: Content management systems such as Joomla, Wordpress, Adobe Photoshop & Adobe Illustrator, Corel Draw (Added advantage) etc. This is your opportunity to harness your skills and develop a career in ICT.

Kindly **send** us an Email at [internship@filmingkenya.com](mailto:internship@filmingkenya.com) Applications should include a Cover letter, 2 page summarized C.V, 3 references and day time telephone number(s) to reach us by Close of business 4<sup>th</sup> August, 2017.