



## ADVERTISEMENT FOR THE POSITION OF ICT & DATABASE INTERN

KenGen Staff Retirement Benefits Scheme is inviting applications from enthusiastic and motivated graduates to join our internship program. This program is designed to provide hands-on work experience, enhance practical skills and develop key employability competencies in a professional environment.

Applications are therefore invited for the following internship opportunity as per the matrix below:

| No. | Job Title             | No. of Vacancies |
|-----|-----------------------|------------------|
| 1.  | ICT & Database Intern | 1                |

### Purpose of the Job

The internship position supports the ICT function by assisting in system administration, database management, information security, and maintenance of ICT infrastructure to ensure efficient and secure operations of the Scheme's systems.

### Main Duties and Responsibilities

The duties and responsibilities are:

#### **I. Operational Roles and Responsibilities**

- Assist in monitoring and maintaining ICT systems, servers and network infrastructure.
- Support implementation of information security controls and participate in basic risk assessments.
- Assist in maintaining and updating databases, ensuring data integrity, security, and availability.
- Provide support in system backups, recovery processes, and routine maintenance tasks.
- Assist in troubleshooting ICT issues and providing user support under supervision.
- Support updating and maintenance of the Scheme's website and digital platforms.
- Participate in ICT audits, vulnerability assessments and documentation of findings.
- Assist in maintaining ICT documentation, policies and procedures.
- Support liaison with ICT service providers to ensure service delivery.
- Assist in ensuring compliance with ICT policies, standards and regulatory requirements.
- Perform any other duties as assigned.

### **Key Result Areas:**

The job holder's accountability areas are outlined as follows;

- Basic understanding of ICT systems, networking and database management.
- Knowledge of information security principles and best practices.
- Strong analytical and problem-solving skills.
- Attention to detail and high level of accuracy.
- Good organizational and time management skills.
- Willingness to learn and adapt to new technologies.
- Ability to work both independently and within a team.

### **Knowledge and Skills Required:**

The job holder must possess;

- A Bachelor's Degree in Information Technology, Computer Science, Software Engineering or a related field from a recognized university.
- Basic knowledge of databases, networking and system administration.
- Exposure to cybersecurity concepts and ICT risk management is an added advantage.
- Professional certifications, or currently pursuing certifications, such as CCNA, Security+, or Microsoft certifications, are considered an added advantage.
- Minimum of 3 months internship experience in an ICT environment.
- Good working knowledge of Microsoft Office Suite.
- Basic understanding of web technologies and systems support is an added advantage.
- Good communication, interpersonal and teamwork skills.
- Ability to work under pressure and meet deadlines.

### **How to Apply**

Interested and qualified candidates are advised to visit the Scheme's website for detailed job description for the role at <https://kengensrbs.co.ke/about-us/careers> .

Interested candidates for the above opportunity should apply online by filling in the application form from the following link:

- **[ICT & Database Intern Application Form](#)**

The application form MUST be filled in full. In addition, applicants should upload the National ID, application letter, detailed curriculum vitae, copies of academic and professional certificates and relevant testimonials on the application form.

The deadline for submission of all applications is on or before **15<sup>th</sup> April 2026** by **5.00pm**.

Canvassing will lead to disqualification. Only shortlisted candidates will be contacted.

**CEO & Trust Secretary  
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Nairobi**