



## FIDA-KENYA INTERNSHIP & PUPILAGE PROGRAMME

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The Federation of Women Lawyers in Kenya (FIDA-Kenya) is a non-governmental, non-partisan, non-profit organization established in 1985 to promote women's individual and collective power to claim their rights in all spheres of life.

FIDA-Kenya runs an Internship & Pupillage Programme that offers students and recent graduates an opportunity to gain practical experience in the following areas;

1. **Access to Justice:** The program's mandate is to offer free legal aid, including drafting pleadings on behalf of clients; offering psychosocial support; promoting alternative dispute resolution mechanisms such as mediation and couple therapy as well as linking clients with alternatives justice systems; offering free legal representation; training clients on self-representation; partnering with pro-bono lawyers' and networking partners and engaging in Strategic Impact Litigation (SIL) to set new jurisprudence.
2. **Women and Governance:** The program focuses on advocacy, policy engagement, and transformation of formal and cultural systems to ensure that they are gender-sensitive and responsive and uphold and respect women's rights.
3. **Knowledge Management:** The team focus on communication, public and media relations, research, monitoring, evaluation, and learning.
4. **Institutional Strengthening:** The program implements operational support roles, including human resource management, procurement and office administration, finance & accounting, information technology, and grants & resource mobilization.

### REQUIREMENTS:

#### Access to Justice Programme (Location: Kisumu, Mombasa, or Nairobi Offices)

**Legal internship;** Applicants should be recent graduates or postgraduate/undergraduate students pursuing a degree in Law.

**Pupillage:** Applicants must be admitted at Kenya School of Law for Advocate Training Programme (ATP) and eligible to undertake pupillage. Our offices in Nairobi and Mombasa offer 6-months pupillage, while the Kisumu office offer 3-months pupillage.

**Volunteer advocates/Holding Over:** Newly admitted advocates seeking to gain experience in the women's rights sector or students/lawyers waiting to be admitted to the bar.

**Counselling/Psychosocial Internship:** The applicants must hold a Bachelor's degree or Higher Diploma in Counselling, Psychology, or other closely related fields.

*Intake: Applications are reviewed on a rolling basis.*

#### Women & Governance Programme (Location: Nairobi Office Only).

**Programs Internship:** Interested participants should be recent graduates, 3<sup>rd</sup> /4<sup>th</sup> year undergraduate students, or postgraduate students in Law, Gender Studies, Sociology, Political Science, Anthropology, or other social sciences disciplines.

*Intake: Jan, April, July, and October every year.*

## Knowledge Management (Location: Nairobi office)

**Monitoring & Evaluation Internship:** The preferred participants should be recent graduates either at undergraduate or postgraduate level in qualitative disciplines, preferably Statistics, Data Science, Information Science, Research, or Sociology.

**Communication/PR/Graphic Design Internship:** The ideal applicants be recent graduates or a student pursuing Public Relations, Journalism, Communications, or Graphic Design. Familiarity with graphic design software and technologies is desired. Applicants are encouraged to attach a writing sample, e.g., articles.

*Intake: Applications are reviewed on a rolling basis.*

## Institutional Strengthening Team (Location: Nairobi office)

**Administrative Intern:** The ideal applicants should have a Bachelor's degree or Higher Diploma in Human Resource Management, Business Administration, or Front Office Operations.

**ICT Internship:** The ideal applicants should be a final year undergraduate or diploma student pursuing Computer Science, Information Technology, or Business Information Systems. Knowledge in hardware and network support - LAN and WAN is preferred but not necessary.

*Intake: Applications are reviewed on a rolling basis.*

## Important Notes

1. FIDA-Kenya does not guarantee employment opportunities after completion of an internship or pupillage engagement.
2. The internship period runs for three months with the possibility of renewal for a further three months based on individual performance and the hosting department's needs.
3. The internship and pupillage roles are unpaid/non-remunerated.
4. Some internship programmes may be undertaken remotely due to the COVID-19.
5. Email applications for internship or pupillage are highly encouraged.
6. We thank all applicants for their interest; however, only those selected for interviews will be contacted.
7. The application **must include the internship category and availability dates** of the applicants.
8. FIDA-Kenya **DOES NOT** charge applicants any fee at any stage of the recruitment process.
9. FIDA Kenya is **an equal opportunity employer** and does not discriminate on any basis (age, gender, sex, race, ethnic origin, social origin, disability, religion, and marital status).

## How to apply

Interested candidates who fully meet the above criteria should send an application letter and detailed CV to:

**The Executive Director,  
FIDA Kenya,  
Email: [recruitment@fidakenya.org](mailto:recruitment@fidakenya.org).**