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, 3rd /4th 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.