



COUNCIL OF GOVERNORS

INTERNSHIP OPPORTUNITY

RESOURCE MOBILIZATION UNIT

The Council of Governors (CoG) is established under Section 19 of the Intergovernmental Relations Act 2012 with the mandate to provide a mechanism for consultation amongst County Governments, share information on performance of the counties in execution of their functions, facilitate capacity building for governors, and consider reports from other intergovernmental forums on national and county interests amongst other functions (Section 20).

Overall responsibility

Responsible for mobilization of resources for the Council of Governors.

Duties and Responsibilities

The specific duties and responsibilities will include:

- Supporting CoG technical committees as assigned by the Supervisor.
- Assist in Identifying key function priorities and funding sources and developing high quality proposals in consultation with the technical leads for funding.
- Assisting in developing and maintaining strategic partnerships and engagement with Development Partners.
- Preparing concept notes, progress reports, speeches, briefs and other documents as may be required.
- Mobilizing resources from Bilateral and Multilateral Donors, Philanthropic Foundations, and other approved sources;
- Developing and implementing prospective donor strategies including resource mobilization activities programmes;
- Building and advancing relationships with portfolio of current and prospective donors;
- Playing an integral role in supporting overall resource mobilization activities for the council;

- Drafting briefing memos and donor presentations for senior leadership in preparation for donor meetings;
- Assisting in streamlining and preparation of concept notes and proposals for donor funding;
- Assisting in scheduling and coordinating donor meetings; and
- Any other duties as may be assigned from time to time.

Training and Qualifications

- Have a degree in Business Administration, Community Development or any other business related degree from a recognized university.
- Be Computer literate.

REPORTING AND SUPERVISION

Reporting to the Program Officer – Resource Mobilization

Duration

The contract of employment is for a period of six months (6).

Interested candidates should send a CV, cover letter, copies of ID, certificates and testimonials to hrcog@cog.go.ke and indicate the name of the position you are applying for as the Email subject.