

## GRADUATE INTERN FOR THE TEXTILE & APPAREL TEAM ROLE BRIEF

### Msingi

Msingi East Africa Limited is an ambitious and innovative industry development organization supporting the growth of competitive industries in East Africa. We identify high potential industries and foster innovation, growth, and competitiveness in these industries by providing support, including investment, to pioneering firms, while catalyzing the right enabling environment for the industry. We are differentiated by our combination of strong private sector-orientation and skills, and the long-term approach needed to catalyze lasting economic development. Ultimately, Msingi's goal is to play a key role in East Africa's long-term economic transformation. The Gatsby Africa (UK) and the UK Department for International Development (DFID) have committed seed funding for Msingi's first 5 years. Gatsby is an independent foundation set up in 1967 by Lord David Sainsbury and has worked in East Africa since 1985. Gatsby initiated the concept of Msingi and is playing a hands-on role in its development. DFID, the UK government department responsible for overseas aid, aims to promote sustainable development and alleviate poverty.

### Purpose of the role

Msingi is seeking an ambitious, energetic, and curious graduate Intern for a period of 6-9 months to support the Textile and Apparel team in communication, operational and logistics functions to facilitate program implementation on the ground.

### Key responsibilities

- Support the industry team and the pool of internally based and external consultants in managing events and travels by closely coordinating with the operations team of Msingi East Africa
- Facilitate the settlement of invoices and other payments for partners, consultants, and service providers in accordance with contractual engagements in place and Msingi East Africa's internal procedures.
- Take meeting notes, draft event reports, and participate in the monitoring activities of the Textiles and Apparel program team.
- Maintain electronic and hard copy project files and document them on Msingi East Africa's electronic documentation platform.
- Coordinate with project teams and partners to maintain timelines of program deliverables in cooperation with the Industry manager and Industry Director.
- Work with the Industry manager and Industry Director to support and coordinate logistical and administrative requests of team members, consultants, and partners.

- Conduct supplementary research, data collection, and analysis pertaining to program activities from secondary data sources and avail to the team for program and strategy development.

### Experience and personal qualities required.

Msingi is looking for star-performers that have the following capabilities. The ideal applicants have the following skills and experience:

- Interest in a career in international development
- A recent graduate of BA degree in international development, economics, political science, or related coursework.
- Excellent writing and oral communication skills
- Prior work experience is not mandatory but a similar role prior and after graduation is considered advantageous.

### Terms and remuneration

The contract for this work will be fixed term and full-time. The job will be based in Nairobi with some in country travel. The salary will be competitive and is negotiable dependent on experience.

### How to apply

If your experience and aspirations match this opportunity, please forward your cover letter and curriculum vitae detailing your qualifications and experience, and quoting **Graduate Intern for The Textile & Apparel Team**, to Abreham Gizaw at [abreham.gizaw@msingi.com](mailto:abreham.gizaw@msingi.com) and copy [TextilesandApparel@msingi.com](mailto:TextilesandApparel@msingi.com)