



VACANCY ANNOUNCEMENT: Partnerships Intern

We seek a highly motivated Partnerships Intern to join our Partnerships Unit. The Partnerships Unit identifies opportunities and develops proposals and grants aligned with client needs and our research expertise. Key responsibilities include tracking proposals, monitoring client feedback, updating financial forecasts, and maintaining strong communication with clients and partners. The team works closely with program teams to ensure proposals use innovative methods, meet industry standards, and address client concerns. Additionally, the unit manages a database of consultants for proposal contributions and fosters collaboration on bids.

The intern will report to the Proposal and Events Assistant. They will contribute to the new business activities, and communications and help to secure new projects for the organisation's offices across Asia, Africa, and Europe

Candidates who have lived experiences of migration or displacement are encouraged to apply. The successful candidate will work on a full-time arrangement from our headquarters in Nairobi, Kenya.

Who We Are

Samuel Hall is a social enterprise that conducts research, evaluates programs, and designs policies in contexts of migration and displacement. Our research connects the voices of communities to changemakers for more inclusive societies. Our approach is ethical, academically rigorous, and based on first-hand experience in complex and fragile settings. With offices in Afghanistan, Germany, Kenya, the Netherlands and the United Arab Emirates, we are based in the regions we study.

We have over ten years of experience in 70+ countries and have become a trusted partner and leading voice in the field of migration and displacement research, working with governments, donors, multilateral organizations, and NGOs, as well as public and private sector entities. It's an exciting time for Samuel Hall – we were recently selected by Stanford University as one of the Global South's high-potential, fast-growth social enterprises. For more information, please visit www.samuelhall.org.

WORK ENVIRONMENT: We work in a fast-paced, demanding, and challenging environment – you will be expected to grow with us and carve out your spot in the team. We look for proactive, creative individuals who find opportunities to make their mark and identify solutions to problems. We look for strong leaders and reliable team players who can add value from the very start, expand our knowledge, and help us maximise our social impact.

Tasks & Responsibilities

Objective 1 – Partnerships Activities

- Supporting the Partnerships team in identifying new business opportunities through 'Request for Proposal' (RFP) searches.
- Provide admin and ad-hoc support to new business development work, with tasks including but not limited to;
 - Support with research (such as context, and information on client/project) ahead of proposal development
 - Support on wider strategic development (ie. industry stakeholder mapping)
 - Take notes during meetings.
 - Support with collating and/or preparing administrative documents and policies for bids
 - Support on the development of materials ahead of partner, donor or networking meetings

Objective 2 – Proposal Support

- Updating and formatting documents including policies and presentations in Microsoft Word, PowerPoint, Google Slides, or other software
- Protecting SH's brand identity through adherence to existing SH brand guidelines and templates.
- Proofreading and copy editing to ensure suitably high standards in line with the SH style guides.
- Ad hoc support for the research team to prepare research outputs (reports, briefs etc.) for external dissemination (if required).
- Background research to inform media messaging and opinion pieces.

The Partnerships Unit is a young and expanding team within Samuel Hall that rewards ambition. Whatever your personal career goals, there is a real opportunity to help shape the strategic direction of the organization and to contribute directly to our continued growth.



Opportunities for Growth

Working at Samuel Hall means contributing to ground-breaking, innovative, and rigorous work that bridges research, implementation, and policy. Interns will receive comprehensive training to quickly integrate and contribute, including orientation, peer learning, and mentorship. This process helps build strong connections with the team and sets a key foundation for their internship experience.

Vacancy Requirements

Required

- A Masters degree in International Relations, Social Sciences, Political Sciences, Statistics, International Economics, International Development Studies, Migration Studies or a related field.
- A minimum of one (1) year of relevant experience.
- Prior knowledge of research in contexts of migration, displacement, and international development.
- Awareness of key donors, institutional frameworks and stakeholders.
- Excellent spoken and written skills in English
- Creativity – willingness to contribute to brainstorming and share your own ideas.
- Appetite for knowledge and improvement – enthusiasm and a desire to learn
- Attention to detail – we work with governments, donors and international organizations that expect high standards.
- Demonstrated interest in humanitarian and development work, foreign affairs, networking, relationship-building and marketing.
- Familiarity with Microsoft Word, PowerPoint, the Google Suite, Twitter and LinkedIn.
- Willing and available for periodic work travel.
- Ability to be patient and to work well within a global team.
- Ability to cope well under pressure, occasionally work irregular hours and meet tight deadlines.
- Proficient in French (native/fluent)

Desirable

- Experience specific to the Middle East and North Africa, Central/South Asia and/ or the East and Horn of Africa
- Proven experience in writing for professional purposes.
- Additional languages (native/fluent) such as Arabic etc.

Location	Nairobi, Kenya (Mandatory: Have the right to work in Kenya).
Position	Partnerships Intern
Contract duration	6 months on a full-time basis
Remuneration	Stipend available
Vacancy closure	Open until filled
How to apply	All applicants should follow this link to apply https://app.testgorilla.com/s/u06mr5hw Interviews will be conducted on a rolling basis. Only selected applicants will be notified.