



Strathmore

UNIVERSITY

BUSINESS SCHOOL

SBS VACANCY ANNOUNCEMENT

JOB TITLE: Intern - Research & Innovation

DEPARTMENT: Strathmore University Business School

REPORTING: Grants Manager

BASIC JOB SUMMARY: The Intern will provide critical support to the Research and Innovation Office in the preparation of grant proposals, research data gathering, and documentation. This role is ideal for a highly motivated individual looking to develop professional experience in proposal writing, grant administration, and research support within an academic setting

MAIN DUTIES AND RESPONSIBILITIES:

1. Proposal Writing and Grant Support:

- Assist in drafting, editing, and formatting grant proposals and concept notes.
- Research background information to support proposal development, including funder priorities, project context, and statistical data.
- Support the collation and organization of application materials and supporting documents.
- Help maintain a proposal and application tracker and ensure deadlines are met.
- Assist in preparing templates and institutional documents required for applications.

2. Research Support and Data Management:

- Conduct literature reviews and desktop research to support research teams and grant applications.
- Assist in collecting, organizing, and summarizing data for grant reporting and project development.
- Support the preparation of research summaries, infographics, and presentations.

- Contribute to the documentation of research outputs and the promotion of published work.

3. Administrative and Communication Support:

- Help coordinate meetings and workshops with faculty, partners, and stakeholders.
- Assist in documenting minutes, action points, and follow-ups from grant-related meetings.
- Draft internal memos, emails, and correspondence related to research and grant activities.
- Support the preparation of periodic reports and updates for stakeholders.

4. Institutional Engagement and Learning:

- Learn and support the use of institutional platforms such as the Research Management System (RMS) and research repositories.
- Participate in training sessions, seminars, and knowledge-sharing forums organized by the department.
- Engage with faculty and administrative staff to understand the grant lifecycle and research processes.

JOB REQUIREMENTS

The post holder will be required to have and to demonstrate evidence of the following qualifications:

- Bachelor's degree or ongoing studies in Communications, Development Studies, International Relations, Research, Business, or related field.
- Demonstrated interest in research, proposal writing, grant funding, or development work.
- Strong writing and editing skills with keen attention to detail.
- Basic research and data analysis skills, including desktop and library research.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Good organizational and time management skills.
- Ability to work independently and collaboratively in a team environment.

Are you qualified for this position and interested in working with us? We would like to hear from you. Kindly send us a copy of your updated resume and letter of application (**ONLY**) quoting “**Intern - Research & Innovation**” on the subject line to careerssbs@strathmore.edu by end of the day (5:30 pm) **Wednesday, 6th August 2025**.

Due to the large number of applications we may receive, kindly note that only the shortlisted candidates will be contacted.

Please be advised that Strathmore University is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.