



**5<sup>th</sup> January 2025**

### **ISK Internship Opportunity**

The Institution of Surveyors of Kenya (ISK) is a Professional Organization bringing together the "landed" professionals. The Members are within eight major disciplines of the surveying profession namely: Land Surveying; Valuation; Building Surveying; land Administration Managers; Engineering Surveying; Geospatial Information Management; Property Management; and Estate Agency. The Institution is inviting applications from competent dynamic, self-driven and results-oriented candidates to fill the following vacant positions:

#### **A. Membership Services Intern**

The Intern will work directly with the Membership & Training Manager on matters touching on the Institution's membership recruitment and processing. The duties of this position include, but are not limited to:

1. Maintaining the membership database to make sure all directory information is up to date for both members.
2. Conduct research on various institutions of learning both middle and Universities with a view to recruit potential members
3. Prepare and present membership applications to chapter secretaries
4. Assist in the retention process of individual member accounts.
5. Respond to inquiries for more information from prospective members.
6. Assist the Membership & Training Manager in realizing set ISK work plan objectives
7. Solicit member feedback on member's satisfaction on our services and member benefits.
8. Host chapter meetings online and organize for physical meetings as required;
9. Create and present weekly and monthly reports.
10. Undertake any administrative tasks and special projects as assigned.

#### **QUALIFICATIONS**

1. Holder of a relevant degree from a university recognized in Kenya.
2. ISK Membership will be an added advantage
3. IT certification will be an added advantage

### **Key Competencies**

- Ability to multitask
- Proficiency in Microsoft Office Software is required;
- Proficiency with databases
- Excellent communication and interpersonal skills;
- Ability to work in a team environment
- Excellent writing skills

### **Interested Applicants are required to NOTE:**

Shortlisted candidates will be required to present originals of the following documents during the interviews;

- (a) National Identity Card;
- (b) Academic and Professional Certificates and transcripts;
- (c) Any other supporting documents and testimonials;

### **Job application procedure**

Interested and qualified candidates should log onto the ISK website on [www.isk.or.ke](http://www.isk.or.ke) for detailed requirements, qualifications, and instructions on how to submit their application. Dully filled and signed *ISK Job Application form 2026*, cover letter and CV should be sent by email to [recruitment@isk.or.ke](mailto:recruitment@isk.or.ke) on or before **20<sup>th</sup> January 2026**.

Kindly note that **ONLY** shortlisted candidates will be contacted. **ISK is an equal opportunity employer.**