

INFORMATION TECHNOLOGY (I.T) INTERN — TERMS OF REFERENCE (TORs)

Biodiversity and Biosafety Association of Kenya (BIBA Kenya)

BIBA Kenya is a network of 55 member organizations these include farmer organizations, animal welfare networks, consumer networks, faith-based organizations, and community-based groups working in environment, agriculture, health, and biodiversity.

BIBA Kenya seeks to recruit an INFORMATION TECHNOLOGY (I.T Intern) to strengthen digital systems, support information management, and enhance technology-driven project delivery.

Key Responsibilities and Engagements

The I.T Intern will:

- Support the BIBA Kenya Secretariat with day-to-day ICT operations and troubleshooting.
- Manage and maintain computer systems, printers, networks, and software tools.
- Update, organize, and secure digital data, files, and online repositories.
- Support website updates, content uploads, and back-end improvements.
- Strengthen cybersecurity practices, including backups, password management, and system monitoring.
- Provide technical support for virtual and physical meetings projectors, audio-visuals, online platforms, and connectivity.
- Support digital documentation of field activities (data collection tools, cloud storage, digital photography, and video).
- Assist in managing BIBA Kenya's social media tools, analytics, scheduling, and graphics where needed.
- Set up and maintain digital inventory for ICT assets and consumables.
- Support development of basic digital solutions (forms, dashboards, surveys, simple apps).
- Prepare training materials and offer basic ICT training to staff when required.
- Undertake any additional ICT-related duties assigned by the National Coordinator and Programme Officers.

Qualifications and Attributes

The ideal candidate should have:

- A Bachelor's degree in Information Technology, Computer Science, Software Development, ICT, or a closely related discipline.
- Strong proficiency in computer hardware, software installation, networking, and system maintenance.
- Ability to use standard productivity tools (Word, Excel, PowerPoint, Outlook) and online collaboration tools (Drive, Zoom, Teams, Canva, etc.).
- Basic knowledge of website management (WordPress or similar platforms).
- Familiarity with cybersecurity basics, Open-source tools, data backup systems, and file management.
- Experience with digital documentation tools data collection apps, photography, or videography is an added advantage.
- Strong communication skills and ability to explain technical concepts clearly.
- Capacity to multitask, work independently, and meet tight deadlines.
- Willingness to learn, be mentored, and grow professionally in the development and ICT space.
- Ability to travel for field support when needed on short notice
- A proactive team player with high attention to detail.

Remuneration.

- This position is **not salaried**.
- The intern will receive a **monthly stipend**.

Location

- The I.T Intern will be based at the **BIBA–Kenya offices in Thika**.

Duration

- The internship will run for an initial 6-month period.

Deadline & Application Procedure

Interested and qualified applicants should send their **Cover Letter and CV** to:

bibakenyaintern@gmail.com

Subject line: **“Application for I.T Intern”**

Addressed to:

The National Coordinator.

Biodiversity and Biosafety Association of Kenya.

Deadline: 31st December 2025.

Note: Hand-delivered applications will **NOT** be accepted.