

JOB ADVERTISEMENT

TALENT PROFILE	
Job Title:	Intern
Reporting to:	Human Resource Manager
Department	Administration
Location	Nairobi, Kenya

ROLE SUMMARY

AfriCert Limited is an ISO 17065-accredited Certifying Body of longstanding with approval to undertake quality assurance services for market-driven sustainability schemes and headquartered in Nairobi, 1st Floor, Plaza 2000, Mombasa Road and with affiliate companies in Ghana, Cote d'Ivoire, and Rwanda.

The intern will work closely with the Document Control Officer to support the effective management of scheme documentation and ensure compliance with established policies and procedures. This role provides exposure to certification processes, document control systems, and quality management practices, helping the intern build strong foundations for a career in auditing, compliance, and certification.

	<u>Duties and Responsibilities include:</u>
1.	Assist the Document Control Officer in ensuring all schemes align 100% with document control policies and files are complete.
2.	Carry out periodic audits of scheme document files and ensure all documents are current and accurate.
3.	Oversee timely updates of audit information and documents in the CRM as and when received.
4.	Ensure all audit contracts are duly signed, filed, and maintained in the requisite folders.
5.	Conduct monthly file checks for all certification standards and submit a summary report by the 5th of the subsequent month.
6.	Maintain and update reports and documents generated during certification processes in line with SOPs.
7.	Any other duties related to the role

Minimum Requirements:

- Recent graduate with a Bachelor's Degree in Environmental Science, Agriculture, Agribusiness, Horticulture, Food Science or a related field.
- Strong attention to detail and organizational skills.
- Good communication and teamwork abilities.
- Ability to work independently while meeting deadlines.
- Eagerness to learn and adapt to document control systems and procedures.
- Must be domiciled in Kenya.

Duration:

The internship will run for six (6) months. Any extension will be subject to the organization's needs and the intern's performance.

Interested candidates are invited to send their CV and a cover letter to info@africertlimited.co.ke by **30th August 2025** with the subject line "Internship Application".