



# RUBEN CENTRE

P.O BOX 20094 - 00200 NAIROBI- KENYA

Office: 0778848801/0717788801

WEBSITE: [www.rubencentre.org](http://www.rubencentre.org)

EMAIL: [info@rubencentre.org](mailto:info@rubencentre.org)

Exciting Opportunity at Ruben FM! Join Our Dynamic Team as an Intern!

**Qualifications:**

1. Relevant media education background.
2. Ability to think on your feet, ad-lib, and deviate from the script when needed.
3. High concentration and multitasking skills.
4. Outgoing, confident, with a likable personality.
5. Excellent communication and presentation skills.
6. Calmness under pressure and adherence to strict deadlines.
7. Excellent command of Kiswahili and a clear speaking voice.
8. Ability to collaborate effectively with the production team and program participants.
9. Comfortable and natural in front of the mic.
10. Ability to connect with people from diverse backgrounds.

**Roles and Responsibilities:**

1. Assist the producer and on-air talent in running a smooth show:
  - Setting up the studio for broadcast.
  - Writing and rehearsing scripts.
  - Recording specified segments for future use.
2. Undertake background research on various topics.
3. Organize interviews and schedules.
4. Gather news (E.N.G).
5. Interview relevant guests.
6. Present weather and news summaries.
7. Provide program links.
8. Operate technical equipment.

**How to Apply:**

If you meet the above qualifications and are ready for an exciting journey with Ruben FM, send your CV and cover letter to [rubenfm@rubencentre.org](mailto:rubenfm@rubencentre.org) and cc: [recruitment@rubencentre.org](mailto:recruitment@rubencentre.org) before January 17, 2024. Join us in creating engaging and impactful broadcasts that resonate with our audience!