



1. IDENTIFICATION	
JOB TITLE	Business Development Intern
DIRECTORATE/UNIT	Business Development Directorate
PHYSICAL LOCATION	Amref Health Africa, Nairobi
PERIOD	6 months

2. JOB OBJECTIVE

To Support the Business Development Directorate to collect, analyse and synthesise strategic information necessary to strengthen business development processes.

3. REPORTING RELATIONSHIP

The Business Development Intern will directly report to the Business Development Manager.

4. RESPONSIBILITY

- In consultation with the Business Development Manager, collect and present information about Amref Health Africa's existing/potential partners and competitors (from specific websites, publications and the press) to inform bid decisions;
- Update and maintain Amref Health Africa's proposal status data in a manner that can help generate analytical reports;
- In collaboration with the Business Development Manager, monitor specific websites on a weekly basis to identify funding opportunities as they become available;
- Support the proposal development teams to compile all attachments to be submitted with proposal documents;
- In collaboration with the Business Development Manager, update, edit and finalize corporate capability statements and past performance references.

- Compile a list of Amref Health Africa's best practices from the relevant departments across the organisation and develop abstracts from these to inform bids;
- Ensure that updated data is uploaded on to the AMREF Information Management System (AIMS) to inform the (proposal) Trend Analysis report;

5. QUALIFICATIONS

- A University degree in Social Sciences or Public Health;
- Experience with using databases, spreadsheets and familiarity with carrying out internet searches;

6. COMPETENCES

- Strong interpersonal skills;
- Attentive to details;
- Able to deliver quality work within tight deadlines with minimal supervision;
- Hard working and results oriented;
- Strong communication skills
- Ability to write clearly, concisely, and in a logical manner.