



1. IDENTIFICATION	
JOB TITLE	Project Implementation Intern
DIRECTORATE/UNIT	RMNCAHN
PHYSICAL LOCATION	Amref Health Africa, Siaya
PERIOD	6 month

2. JOB OBJECTIVE

To gain experience in project planning, monitoring and implementation through mentorship and participation in project activities

3. REPORTING RELATIONSHIP

The Project Implementation Intern will directly report to the Project Manager.

4. RESPONSIBILITY

- Assist in preparation of quarterly, annual and monthly work plans for the project.
- Prepare timely, accurate and complete budgets and surrenders in accordance to Amref financial policies.
- Support implementation of project activities as per the work plans.
- Participate and assist in development and adoption of IEC and other promotional materials for the project.
- Plan, Mobilize and Implement project activities within the project coverage sites, document and maintain photos, reports and best practices.
- Participate in field visits, documentation of best practices, human interest stories and progress made towards achieving project results
- Write activity, monthly, quarterly and annual progress project reports.
- Participate in relevant stakeholders meetings, technical working group and partner meetings to support project planning and performance reviews.
- Assist in data collection during project implementation and operation research

- Participate in developing concept notes, sharing of ideas, development and writing of proposal
- Carry out regular field visits, organize and support consultative meetings, trainings/ capacity building activities.

5. QUALIFICATIONS

- A diploma in public health; community health or related social science
- Computer literate

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.