



1. IDENTIFICATION	
JOB TITLE	Intern
DIRECTORATE/UNIT	Health Systems Strengthening/Sustainable Laboratory Quality Systems Project (N151)
PHYSICAL LOCATION	Amref Health Africa Kenya - KCO
PERIOD	6 months

2. JOB OBJECTIVE

To Support SLQS project to implement project activities to achieve set goals and objectives.

3. REPORTING RELATIONSHIP

The SLQS Intern will directly report to the HSS program M&E Officer.

4. RESPONSIBILITY

- Assist in carrying out data entry and data cleaning for SLQS project
- Participate and support the preparation and implementation of the SLQS project activities
- Ensuring quality and integrity of implementation, including adherence to technical guidelines, administrative systems, and established deadlines
- Contributing to the preparation of internal and external reports for Amref Health Africa in Kenya and donors
- Work closely with SLQS team to identify project areas that require improvements.
- Monitoring and maintaining SLQS intervention quality assurance system
- Supporting the implementation of innovative interventions in SLQS project.
- Demonstrate the highest level of professionalism, which includes arriving on time for designated work, notifying the immediate supervisor of any deviations from the

established schedule, and respect the organization's reporting structure and follow the policies and procedures of the organization.

5. QUALIFICATIONS

- Diploma in Medical record or
- A University degree in Social Sciences or Public Health;
- Experience with using databases, spreadsheets and familiarity with carrying basic descriptive analysis

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.