



**Administration Intern
JOB DESCRIPTION**

1	IDENTIFICATION	
1.1	JOB TITLE	Administration Intern
1.2	DIRECTORATE	Institute of Capacity Development
1.3	PHYSICAL LOCATION	Amref Headquarters

2 MAIN PURPOSE OF JOB

The main purpose of the job is to provide office support to the Institute of Capacity Development.

3 PRINCIPAL RESPONSIBILITIES

KEY AREA	MAIN TASKS	EXTENT OF DISCRETION
Communications Support	Receiving and reviewing correspondence to the office	In Liaison with Administrative Assistant
	Receiving and dispatching correspondence (including letters, faxes, email, telephones etc).	In Liaison with Administrative Assistant
Planning and Organising	Following up on hotel booking hotels and making travel arrangements for participants	In Liaison with Administrative Assistant
	Providing logistical support for participants	In Liaison with Administrative Assistant
	Ordering office supplies and equipment to ensure smooth running of the office	In Liaison with Administrative Assistant
	Coordinates, organizes, and takes minutes at meetings	In Liaison with Administrative

KEY AREA	MAIN TASKS	EXTENT OF DISCRETION
	Also booking and setting up rooms and equipment for use.	Assistant
Information Management	Maintaining office filing and storage systems	In Liaison with Administrative Assistant
	Maintaining relevant databases of eLearning courses and contacts, etc	In Liaison with Administrative Assistant
Financial Support	Following up on payments for suppliers	In Liaison with Administrative Assistant
	Following up Imprest and surrenders	In Liaison with Administrative Assistant
	Following up on requisitions, LPOs and GRNs	In Liaison with Administrative Assistant
Human Resource Management	Following up on requisitions and contracts for staff and consultants	In Liaison with Administrative Assistant

4 ANY OTHER TASKS

Maintain work stations for other colleagues when necessary

5 REQUIRED QUALIFICATIONS

5.1 Education and knowledge

- Business administration, Communications, social sciences or related field
- Knowledge of modern office procedures

5.2 Experience

- Experience working in a busy environment handling administrative matters

5.3 Skills

- Planning and organization
- Proactive
- Team work

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Advanced level skills in Microsoft Word and Excel

7.4 Competences

- Confidentiality
- Ethical
- Integrity
- Reliability
- Ability to work within deadlines

6. MENTAL COMPETENCIES

6.1 PROBLEM ANALYSIS

- The job requires a professional and analytical approach to finding software and hardware solutions.

6.2 DECISION MAKING

- The job requires ability to make timely and well-considered decisions based on corporate policies

7 COMMUNICATIONS

7.1 ORAL

7.1.1 Internal: The job demands a high level of oral communication skills with a good command of English and Kiswahili in order to effectively communicate with other departments, students and stakeholders

7.1.2 External: The job demands a high level of oral communication skills with a good command of English and Kiswahili in order to effectively communicate with external parties including students, communities and stakeholders.

7.2 WRITTEN:

7.2.1 Internal: The job demands a high level of written communication skills in order to effectively communicate with other departments and staff members

7.2.2 External: The job demands a high level of written communication skills in order to effectively communicate with external parties including stakeholders, communities and students

10 ENVIRONMENTAL CONDITIONS

10.1 Corporate Policies, Systems, Procedures and Methods

The job demands a thorough understanding of corporate culture and Human Resource, procurement, financial and communications policies and procedures as well as the Directorate of Capacity Building's mandate.

10.2 Work Environment

Normal office environment

10.3 Hours of Work

Normal working hours. Job holder may be required to work outside normal working hours due to the nature of the work in general.

10.4 Duration of the Job

2 Months

11 ACKNOWLEDGEMENT AND APPROVAL

ACKNOWLEDGEMENT AND APPROVAL

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position

Immediate supervisor

Signature: _____

Date: _____

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

However, if the new tasks constitute a substantial change of the duties and responsibilities listed above, the supervisor and the job holder can at any time request renegotiation of the job description (for changes to be considered substantial, they should amount to at least 15% of the total working hours).

JOB HOLDER

Name: _____

Signature: _____

Date: _____