

1. IDENTIFICATION	
JOB TITLE	Intern
DIRECTORATE/UNIT	Healthy Heart Africa Project
PHYSICAL LOCATION	Nairobi County 4 Nakuru County 4 Kiambu County 4 Kirinyaga County 3
PERIOD	6 months

2. JOB OBJECTIVE

To Support data collection and entry into the MJaLi digital platform in the HHA supported sites.

3. REPORTING RELATIONSHIP

The Intern will directly report to the Project Manager/M/E officer.

4. RESPONSIBILITY

KEY AREA	Activities	EXTENT OF DISCRETION (full, partial or none)
Documentation	Will be responsible in ensuring that all the hypertension data has been entered into the IQCare in a timely manner. Ensure that files are well kept in a confidential manner and easy for retrieving when required	Full
Meetings	Participate in project/facility meetings to improve the quality of service for clients	Partial

Reporting	To ensure that monthly/weekly reports are generated and shared as required	Full
Community Outreaches	Participate in the planning of community mobilization activities/outreaches	Partial
Supervision of Community Health Volunteers (CHVs)	Provide support to HHA supported CHVs to ensure accurate data collection and entry into the MJaLi app	Full

6 ANY OTHER TASKS

(e.g. Any other task as requested by the M/E officer

7 REQUIRED QUALIFICATIONS

7.1 Education (academic and professional as per Amref Health Africa not what you hold)

- Diploma in Health information Systems or any health related Degree/Diploma/Degree in social sciences or any health related degree/Diploma

Experiences: Not a prerequisite, but we would appreciate someone with skills in data entry.

5. 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 keep confidential matters
- Ability to write clearly, concisely, and in a logical manner.