



<b>1. IDENTIFICATION</b>	
<b>JOB TITLE</b>	<b>Administrative Intern</b>
<b>DIRECTORATE/UNIT</b>	<b>Health Systems Advocacy</b>
<b>PHYSICAL LOCATION</b>	<b>Amref Health Africa in Kenya, Nairobi</b>
<b>PERIOD</b>	<b>6 months</b>

**2. JOB OBJECTIVE**

Provision of administrative and logistical support

**3. REPORTING RELATIONSHIP**

The Administrative Intern will directly report to the Project Manager

**4. RESPONSIBILITY**

- Assist in the planning and coordination of meetings, orientations and prepare timely minutes
- Assist in following up travel requests and surrenders
- Provide receptionist services including answering telephone calls and inquiries
- Design and maintain proper filing and administrative system for the project documents
- Ensure all payments to invoices are made on time
- Provision of support in the management of project assets
- Preparation of outgoing correspondences and follow up with correspondences
- Verify financial reports regarding travel Imprests before forwarding to Finance for processing
- Any other duty as may be assigned

5. **QUALIFICATIONS**

- A graduate or final year degree student undertaking a Bachelor's degree in Business Management, Social Science or a relevant field.
- Relevant Work Experience will be an added advantage.
- Have strong organizational skills and attention to detail required.
- Have an ability to manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired.
- Demonstrate an understanding of development issues.
- Maintain high-level of integrity
- Have a passion on matters related to health and advocacy.

6. **COMPETENCES**

- A creative thinker, ready to work with fresh ideas and suggestions for the improvement of our department's initiatives.
- Ability to meet deadlines and maintain a flexible schedule.
- Demonstrate 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.
- Can work well in a team