



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

2. JOB OBJECTIVE

Support the Project in understanding, interpreting the necessary legal documents as per the project objectives.

3. REPORTING RELATIONSHIP

The Legal Intern will directly report to the Project Manager

4. RESPONSIBILITY

- Assist in reviewing and propose revisions to information note on project practices
- Assist in carrying out research on specific legal issues in accordance with the project focus
- Assist in Interpreting various project contracts and deals and deciphering the legal jargon
- Assist in providing useful inputs in drafting of letters of agreements and Memorandum of Understanding.
- Assist in ensuring the safety of the company from legal litigations
- Assist in ensuring documentation of all legal documents of the project in order to maintain confidentiality
- Assist in interpretation of legal documents
- Assist in organizing for outreach events, workshops and trainings in the outlets.
- Assist in drafting reports on all legal trainings/Summits attended by the project.

- Represent the project in important fora
- Undertake any other duties as shall be assigned by the Supervisor.

5. QUALIFICATIONS

- A graduate or final year degree student undertaking a Bachelor's degree in law
- 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.
- Have a passion on matters related to health and advocacy.

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.
- Can work well in a team