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

2. JOB OBJECTIVE

To Support the Health System Advocacy (HSA) Project to collect, analyse and synthesise strategic information necessary to strengthen the development of the project .

3. REPORTING RELATIONSHIP

The Communication Intern will directly report to the Communication and Liaison officer with the HSA Manager as the overall supervisor

4. RESPONSIBILITY

- In collaboration with the Communication and Liaison officer, monitor specific websites on a weekly basis to identify opportunities for partnering with other relevant organizations.
- Compile/update a list of partners and create a database/address book to ensure proper flow of communication.
- Assist in translating material and ensuring that the meaning of the source text is retained, alongside proofreading and editing final translated versions.
- Assist in contributing to the development of printed communication materials, editing images/photos and updating of photo library and creation of video library.
- Assist in updating Project profiles on social networks (Facebook, YouTube, Instagram, Twitter, Flickr) with information about project activities and events.
- Assist with additional communication products such as feature articles and the production of brochures, project 1-pagers, minutes, monthly and quarterly reports.
- Assist in developing content including images and videos for the project profile and advocacy materials.

- Assist in organizing meetings, seminars and events to promote wider cooperation with partners.
- Assist in providing a day-to-day support to the activities of the office and any other technical / operational assistance required by the Amref Health Africa Communications Team

5. QUALIFICATIONS

- A graduate or final year student pursuing a degree in Journalism, Media Technology and Communications, Public Relations and any other related field.
- Experience with using databases, spreadsheets and familiarity with carrying out internet searches.
- Previous experience will be an added advantage.
- Have strong organizational skills and attention to detail
- Have an ability to manage diverse activities and meet deadlines required; flexibility to changing situations and priorities desired
- Demonstrate 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.
- A reliable team player.