

1. IDENTIFICATION	
JOB TITLE	M&E Intern
DIRECTORATE/UNIT	AFYA TIMIZA
PHYSICAL LOCATION	Samburu
PERIOD	6 months

2. JOB OBJECTIVE

To review and upload data in project databases and reporting platforms

3. REPORTING RELATIONSHIP

The M&E Intern will directly report to the M&E Manager.

4. RESPONSIBILITY

- Data entry of the quarterly HINI OJT data into the excel template for all the HiNi Indicators
- Build capacity of HCWs to use mobile phone application (ODK) to collect BeMONC data using a mobile phone and downloading to Amref server
- Support the county team lead to populate the Monthly Activity Tracker
- Troubleshoot functionality of the project database and report errors to database developer
- Data entry into project/Amref databases and USAID reporting platforms that include Kenya PHES (Public Health and Environmental System) and TraiNet.

5. QUALIFICATIONS

- At least a Diploma in ICT or Health Records Information;
- Experience with using databases, spreadsheets and familiarity with carrying out internet searches;

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.