

1. IDENTIFICATION	
JOB TITLE	Transport Intern
DIRECTORATE/UNIT	Admin & Procurement Dept- Transport Unit
PHYSICAL LOCATION	Amref Health Africa in Kenya, Nairobi
PERIOD	6 months

2. JOB OBJECTIVE

Provision of administrative and logistical support

3. REPORTING RELATIONSHIP

The Intern will directly report to the Transport Assistant

4. RESPONSIBILITY

- Updating road base system.
- Assist in processing of invoices
- Updating work ticket and work schedule
- Monthly calculation of mileage covers by vehicles as per work ticket.
- Filling & Registry of transport documents
- Other administrative duties
- Any other duty as may be assigned

5. QUALIFICATIONS

- A graduate or third year and above degree student undertaking a Bachelor's degree in a business related course or a relevant field
- Have strong organizational skills and attention to detail required.
- Have an ability to manage diverse activities and to meet deadlines required;
- Maintain high-level of integrity

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
- Can work well in a team