

TOR - Project Interns



MAIN PURPOSE OF JOB:

To provide general office support to the assigned FINISH INK Project

REPORTING RELATIONSHIPS

The project intern shall report directly to the project manager for both technical and management/administrative issues. On time to time the project management may delegate this function to Amref's regular staff. The intern has no direct supervisory role but will collaboratively work with the community health workers and business development officers of the partner micro finance institutions



REQUIREMENT

Interns joining the FINISH INK project must have the following pre-requisite tools and equipment's:

- Lap top computer
- Modem
- Tape measure
- Smart phone

PRINCIPAL RESPONSIBILITIES

- Capacity building of relevant partners to implement project activities in Sanitation marketing.
- Working in conjunction with the relevant government and county departments and other partners to plan and supervise the implementation of the project activities.
- Participating in the supply and demand side development and documenting models adoptable by governments for sanitation financing.
- Identifying new and existing sanitation enterprises and sanitation business opportunities to a large extent based on initiatives and information ideally from the community
- Implementation of the project learning guide and the training roadmap
- Engagement with local leaders and the community to obtain buy-in of the project model and concepts
- Driving community mobilization and Sensitization in the implementation of the project activities
- Providing relevant reports as per project and donor requirements.
- Facilitate timely procurement of goods and services for projects.
- Follow through key indicators related to financial inclusion and latrine construction
- Capitalisation of best practices and lessons learnt and developing articles for the SHHIT

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ANY OTHER TASKS

Perform any other office duties assigned by supervisor.

REQUIRED QUALIFICATIONS

- Education (academic and professional as per Amref Health Africa Policy)
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- Minimum degree in environmental health social sciences, community development and other relevant public health courses
- Certificate in computer applications such word processing, spreadsheets (SPSS, Excel) Outlook and other computer application
- Any other related certificate will be an added advantage

Skills

Proficient in modern office procedures.

High level organizational skills

ENVIRONMENTAL CONDITIONS

Thorough understanding of all Amref Health Africa's Policies and Procedures - HR, Finance, Procurement, Transport, Per Diem, Communications, Asset and Disposal, ICT, etc.

Normal office environment.

37.5 hours per week, Monday to Friday with official working hours from 8.00am to 4.30pm with one hour lunch break.