

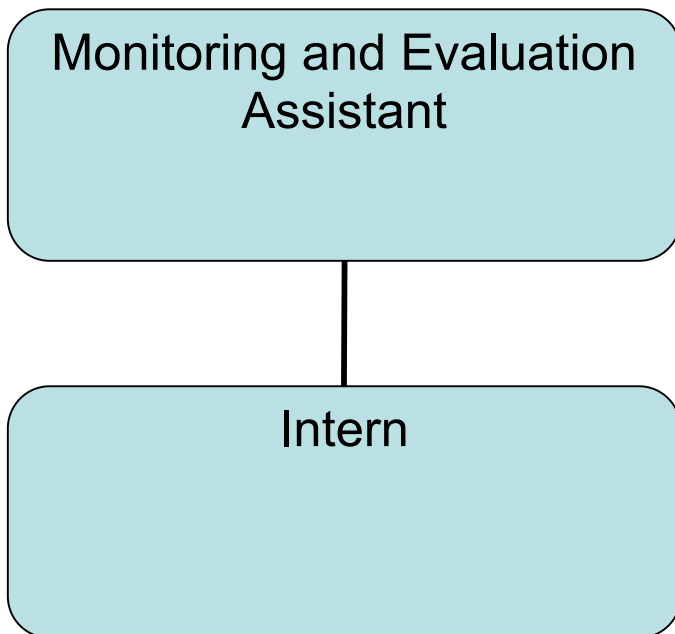
**HUMAN RESOURCES DIRECTORATE
JOB DESCRIPTION**

| | | |
|------------|------------------------------|-------------------------------------|
| 1 | IDENTIFICATION | |
| 1.1 | JOB TITLE | INTERN |
| 1.2 | UNIT | Corporate M&E Department |
| | TEAM | Monitoring & Evaluation |
| 1.3 | PHYSICAL LOCATION | Nairobi |

2 MAIN PURPOSE OF JOB

To assist Corporate M&E unit in providing support to the Amref Health Africa programmes/projects in the design, development and implementation of monitoring activities.

3 REPORTING RELATIONSHIPS



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4 MAIN RESPONSIBILITIES

| KEY RESPONSIBILITIES | MAIN TASKS |
|-------------------------------|--|
| AIMS | Assist in AIMS indicators cleaning, |
| | Assist in Project compliance tracking |
| | Assist in tracking programmatic targets |
| | Assist in data verification for projects |
| Administrative support | Assist in rapporteuring in various meetings held within the Unit. |
| | Assist in Compilation and Dissemination of Corporate M&E reports |
| | Support administrative duties along with other members of the Unit |
| | Assist in organizing for Corporate M&E meeting/workshops |

5 REQUIRED QUALIFICATIONS

5.1 Education and knowledge

- Undergraduate degree in public health, evaluation, economics or related discipline.

5.2 Experience

None

5.3 Skills

- Proven documentation skills
- Excellent communication skills
- Team player

6 ACKNOWLEDGEMENT AND APPROVAL

| ACKNOWLEDGEMENT AND APPROVAL |
|---|
| We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position |
| Immediate supervisor |

**HUMAN RESOURCES DIRECTORATE
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Signature:

Date:

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

However, if the new tasks constitute a substantial change of the duties and responsibilities listed above, the supervisor and the job holder can at any time request renegotiation of the job description (for changes to be considered substantial, they should amount to at least 15% of the total working hours).

OCCUPANT

Name:

Signature:

Date:

