



TERMS OF REFERENCE FOR INTERNSHIP

Background

As a research and development foundation, Amref Health Africa recognises the dual benefits that can be derived from internship and volunteer attachment programmes. The organisation therefore offers local and international internship and volunteer opportunities. While both volunteer attachments and internships may be part of a learning programme, volunteer opportunities are also offered to out-of-school candidates who may be on sabbatical or who want to contribute to community service. The internship

Purpose of internship

The main purpose for our internship program is to offer practical work experience to interns in Health Programmes, operational Research and financial management

Tasks

In reference to internship letter, the intern will be expected to perform the following tasks under Grants Management:-

1. Receiving files and any other related SRs documents from the reception and from the courier providers
2. Reviewing files to ensure that the expenses are well supported and making follow up on the review pointer through the project officers
3. Confirming coding of expenses to respective expenses codes
4. Updating the GMIS.
5. Attending meetings and taking minutes, actively participate in meetings by offering solutions to problems
6. Stamping files 'received' both original files and photocopies and packaging duplicate files for dispatch to SRs
7. Filing of documents both in hard and soft copy files
8. Making sure that the GFM files are properly arranged in the archive
9. Participating in field activities and making of field activity reports
10. Support in the SRs capacity building and mentorship
11. Performing any other duty as may be assigned from time to time

Expectations

- i. Intern should work closely with all project team members but remain answerable to the immediate supervisor
- ii. The intern shall at all-time adhere to the organization's code of contact
- iii. The internship shall be based on the contract signed with organization HR office
- iv. The dress code is as per Amref Health Africa Human Resource policy

Deliverables

- i. Preparation of activity reports and updates
- ii. Preparation and submission of a written report (as per provided format) about their work experience and recommendations at the completion of internship.
- iii. The interns shall be assessed after 3 months and only those who demonstrate results shall be allowed to reneww their contract not exceeding 3 more months