



1. IDENTIFICATION	
JOB TITLE	Project Implementation Intern
DIRECTORATE/UNIT	RMNCAHN
PHYSICAL LOCATION	Amref Health Africa, Siaya
PERIOD	6 month

2. JOB OBJECTIVE

To Support project implementation activities

3. REPORTING RELATIONSHIP

The Project Implementation Intern will directly report to the Project Manager.

4. RESPONSIBILITY

- Timely Preparation of quarterly, annual and monthly work plans for the project.
- Prepare timely, accurate and complete budgets and surrenders in accordance to Amref financial policies.
- Implement project activities as per the work plans.
- Participate and assist in development and adoption of IEC and other promotional materials for the project.
- Plan, Mobilize and Implement project activities within the project coverage sites, document and maintain photos, reports and best practices.
- Conducting regular field visits, documenting promising practices and progress made towards expected positive impacts and outcome. Writing activity, monthly, quarterly and annual progress project reports. Involving relevant stakeholders and partners to support project planning, implementation and review of progress made.
- Assisting in following up with data collection process of OR during project implementation.
- Participating in concept notes, sharing of ideas, development and writing of proposal
- Carry out regular field visits, organize and support consultative meetings, trainings/ capacity building activities.

5. QUALIFICATIONS

- A University degree in Social Sciences or Public Health;
- 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.