

HUMAN RESOURCES DIRECTORATE

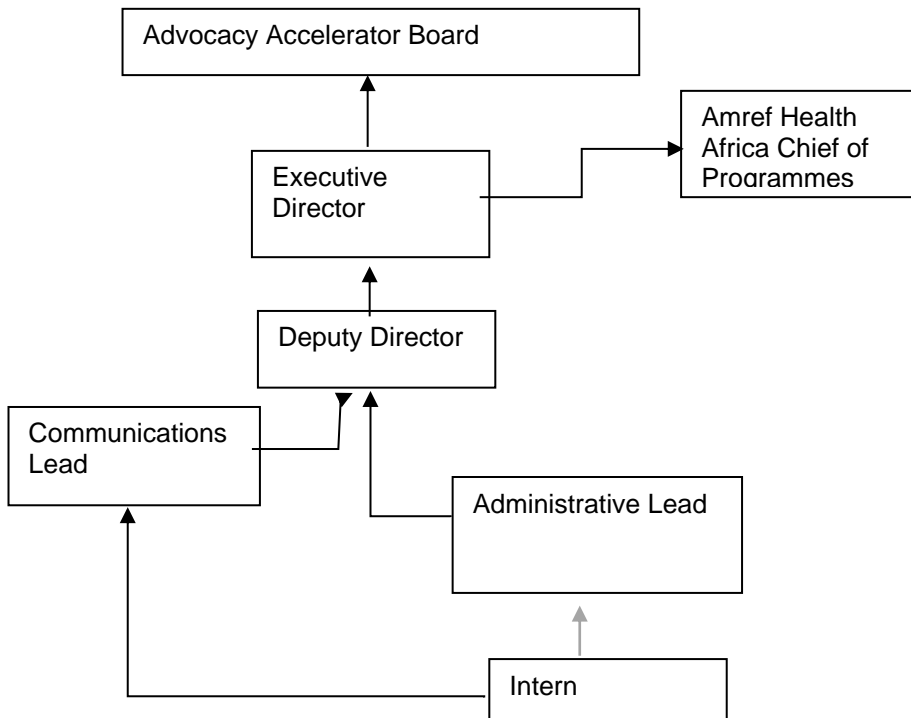
JOB DESCRIPTION

1	IDENTIFICATION	
1.1	JOB TITLE	Intern, Communications
1.2	DIRECTORATE/UNIT	Advocacy Accelerator
1.3	PHYSICAL LOCATION	Nairobi

2 MAIN PURPOSE OF JOB

The role of the Intern is to provide communications support to the Advocacy Accelerator under the guidance of the Communications Lead. The Intern will play a supportive role in a range of communication functions and processes. The goal is to ensure all support activities are carried out efficiently and effectively to ensure the Accelerator functions properly. The role also includes supporting administrative tasks of the communications team including day-to-day communication and correspondence.

3 REPORTING RELATIONSHIPS



Job description current as at:

4.1. PERSONNEL

JOB HOLDER	REPORTING DIRECTLY OR THROUGH
Intern	Line Management Communications Lead
	Task Management Communications Assistant

4.2 OTHER RESOURCES

- Desktop
- Internet bundles and telephone
- Desk and meeting space

5 PRINCIPAL RESPONSIBILITIES

KEY AREA	Activity	EXTENT OF DISCRETION
Communications	<ul style="list-style-type: none"> • Support the Accelerator's day-to-day communication functions and processes. • Provide technical support in design of visual materials and promotional videos for digital platforms. • Promote visibility of the Accelerator during events and meetings. • Promote the Accelerator's brand and image. • Support engagement with the media and other partners. • Contribute content for the Accelerator's website, social media platforms and newsletters. • Participate in meetings and compile minutes during meetings as needed • Perform other substantive and administrative duties. 	Full
Communications	<ul style="list-style-type: none"> • Support the communications team to implement the Accelerator's Communications Strategy. • Work closely with the Communications Lead in implementation of the Youth Advocacy Project's activities e.g. website development. • Attend and engage in Online Engagement Team (OET) meetings and Communications Team meetings 	Full
Project Implementation	<ul style="list-style-type: none"> • Support planning, review and implementation the Accelerator's activities and events. • Assist in the development and follow up of Communications procurement requests. • Assist in development of strategies, plans and concept notes for various events. • Provide administrative support as may be required 	Full
Reporting and Documentation	<ul style="list-style-type: none"> • Draft reports and guidelines as required • Assist in drafting reports of social media platforms • Assist in production of multimedia materials • Document Youth Advocacy Project's progress reports • Support research, compilation and dissemination of information on social media platforms • Assist in updating the Insightly contact database • Assist in documentation. This includes making copies of, collating and storing of documents as requested 	Full
Events	<ul style="list-style-type: none"> • Support in managing logistics and compiling information packs for the Accelerator's engagement and events 	Full

Job description current as at:

	<ul style="list-style-type: none"> • Register attendees at the Advocacy Accelerator's engagement meetings and events • Collect receipts for reimbursements at the Advocacy Accelerator's engagement meetings and events • Support in floor management at the Advocacy Accelerator's engagement meetings and events 	
Other	<ul style="list-style-type: none"> • Additional programme responsibilities as may be assigned 	

6 ANY OTHER TASKS

7 REQUIRED QUALIFICATIONS

7.1 Education and knowledge

- Bachelor's degree in Communications, Development Communication, Media Studies or related field
- Excellent written and verbal communication, negotiation and networking skills
- Proficient in MS Office, Desktop publishing, Social Media and other online media

7.2 Experience

- Writing for website and online platforms
- Teamwork and communication skills
- Events planning and management
- Communication in health and development fields
- Proficiency in Microsoft Office and its tools – Word, Excel and Powerpoint
- Desktop publishing – photoshop, image-editing,
- Videography – knowledge in video editing is desirable

7.3 Skills

- Excellent communication skills
- Creative and proactive
- Excellent Oral and Written Communication Skills
- Skilled in use of social media and online platforms
- Advanced level skills in MS Office and Desktop publishing

7.4 Competences

- Ability to prioritize and multi-task
- Ability to exercise confidentiality, tact and discretion when dealing with diverse groups of people
- Work under minimal supervision
- Fluency in French is an added advantage but not required
- A team player

8 ENVIRONMENTAL CONDITIONS

8.1 Corporate Policies, Systems, Procedures and Methods

- Knowledge of organisation policy

8.2 Work Environment

- An office in Nairobi within Amref Health Africa headquarters

Job description current as at:



Intern

8.3 Hours of Work

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

Signature: _____

- Normal working hours. Job holder may be required to work outside normal working hours due to the nature of the work in general.

8.4 Duration of the Job

- 3 Months

Job description current as at:

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).

JOB HOLDER

Name: _____

Signature: _____

Date: _____

9 ACKNOWLEDGEMENT AND APPROVAL