

Monitoring and Evaluation (M&E) Interns

Qualifications:

Graduate or completed university course work and awaiting graduation.

Taken any of the following courses at undergraduate or Diploma level:

1. Public health/environment health/community health
2. Biostatistics
3. Project management
4. Economics/statistics
5. Social sciences e.g. sociology, community development

Role expectations:

The intern will work under M&E Assistant. He/she will be required to hand their objectives to the immediate supervisor at the start of the internship period.

The intern is expected to observe all the project working regulations. Among the tasks he/she is expected to perform include:

- i. Review monthly SR reports for data quality – accuracy, reliability, completeness, timeliness, integrity, precision and confidentiality
- ii. Data entry and cleaning
- iii. Summarizing the project data for utilization by the project staff and other relevant authorities
- iv. File hard copy project reports using the prescribed system
- v. Participate in project meetings and take minutes during such meetings
- vi. Participate in field activities and writing reports of the activities
- vii. Any other tasks as may be assigned by the supervisor.

End of the internship period:

The intern will be expected to complete the relevant internship evaluation form and review achievements together with the immediate supervisor.