

1. IDENTIFICATION	
JOB TITLE	Intern - M&E
DIRECTORATE/UNIT	Healthy Heart Africa Project
PHYSICAL LOCATION	Kirinyaga County
PERIOD	6 months

2. JOB OBJECTIVE

To Support data collection and entry into the *M-Jali* digital platform in the HHA supported sites.

3. REPORTING RELATIONSHIP

The Intern will directly report to the Project Manager/M/E officer.

4. RESPONSIBILITY

KEY AREA	Activities	EXTENT OF DISCRETION (full, partial or none)
Documentation	Will be responsible in ensuring that all the hypertension data has been entered into the IQCare in a timely manner. Ensure that files are well kept in a confidential manner and easy for retrieving when required	Full
Meetings	Participate in project/facility meetings to improve the quality of service for clients	Partial
Reporting	To ensure that monthly/weekly reports are generated and shared as required	Full
Community Outreaches	Participate in the planning of community mobilization activities/outreaches	Partial
Supervision of Community Health	Provide support to HHA supported CHVs to ensure accurate data collection and entry into	Full

Volunteers (CHVs)	the MJaLi app	
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6 ANY OTHER TASKS

(e.g. Any other task as requested by the M/E officer

7 REQUIRED QUALIFICATIONS

7.1 Education (academic and professional as per Amref Health Africa not what you hold)

- Diploma in Health information Systems or any health related Degree/Diploma/Degree in social sciences or any health related degree/Diploma

Experiences: Not a prerequisite, but we would appreciate someone with skills in data entry.

5. 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 keep confidential matters
- Ability to write clearly, concisely, and in a logical manner.