

<b>1. IDENTIFICATION</b>	
<b>JOB TITLE</b>	<b>Kenya trachoma Elimination Programme - Intern (1)</b>
<b>DIRECTORATE/UNIT</b>	<b>WASH &amp; NTDs - Trachoma Project</b>
<b>PHYSICAL LOCATION</b>	<b>Nairobi KCO - Trachoma Project Office</b>
<b>PERIOD</b>	<b>6 months</b>

**2. JOB OBJECTIVE**

The intern will assist the project staff in logistical and administrative issues, planning support, implementation and reporting on various project activities, processes and interventions. The intern must demonstrate integrity and understanding during interaction with community members, government and organization staff.

**3. REPORTING RELATIONSHIP**

The Intern will directly report to the Project Manager / Project Officer.

**4. RESPONSIBILITY**

- Assisting in office operations, store inventories and record keeping
- Coordinating the execution of events under the office including meetings, workshops and other work-related gatherings
- Participate in maintaining the office inventory, stationary supplies and utility services maintenance
- Assisting in the project documentation for development, case studies, human interest stories and sharing of results
- Answering telephones and giving information to callers, taking messages or transferring calls to appropriate individuals
- Participating in following up project and financial relevant documents and processes
- Participating in data management, tallying and recording summaries of all the information in project activities
- Documentation (taking photos of project activities, generating minutes and training reports) of all activities

**5. QUALIFICATIONS**

- A University Degree in Administration, Human Resource, Business Management or /and related relevant fields

## **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
- Willing to work under harsh environmental conditions in Kajiado and Samburu Counties Respectively
- Ability to write clearly, concisely, and in a logical manner.