

Intern Terms of reference

Ref Number	Position Title		Job Grade
	Programme intern		-
Duty Station	Country/Directorate	Programme/Project/Unit	Reports to
Nairobi	HQ	ICD	Project Officer

A. **JOB OBJECTIVE**

To provide programmatic support to the project and ICD programme as assigned by the administrative assistant and or programme team.

B. **MANAGEMENT RESPONSIBILITY**

Daily responsibilities will depend on the individual's academic background, skill-set, the nature of specific projects and duration of the internship. Duties may include, but are not limited to the following.

C. **DESCRIPTION OF DUTIES:**

1. **Field support:** Support field activities as well as develop preliminary reports in collaboration with project staff. Provide support to the implementation of programme and project activities including representation at events, exhibitions and meetings
2. **Program support:** Carry out office errands as relevant including, support to meetings, photocopying and perform any other relevant duties assigned by supervisor. Update project data bases. Assist in preparing for the program and stakeholders meetings including summarizing reports on the implementation of the project.
3. **Documentation/filing support:** Maintain a good filing system for the project/assigned units, carry out basic documentation including, typing, photocopying and collating as required. Support the registration, data entry and updates to relevant project reports, documents and ensure they are filed/stored as required
4. **Logistical support:** Provide office support in work processes as may be relevant to assigned Programme/Project/Unit including retrieval of files etc. Sort and distribute documents as relevant to the assigned office.

D. **ACCOUNTABILITY:**

- i. **Supervision:** Works independently and in collaboration with other project staff and reporting on regular basis to administrative assistant.
- ii. **Decision Making:** Is responsible for assigned relevant field and administrative activities
- iii. **Responsibility over data or information:** Relevant data and material

- iv. **Responsibility over assets:** All assigned office equipment
- v. **Responsibility over Staff:** None

E. JOB SPECIFICATIONS:

REQUIRED QUALIFICATION	<u>MINIMAL</u> Ongoing or Completed first degree
PROFESSIONAL/ QUALIFICATIONS	Ongoing or First degree in one of the disciplines relevant to the following areas: Administration/social sciences/ education /community development /health sciences
RELEVANT EXPERIENCE	None. Willingness to work in a robust and dynamic work environment to undertake project and administrative duties as assigned.
KEY SKILLS	<ul style="list-style-type: none"> - Good knowledge of administrative skills - Ability to work independently with good leadership and communication skills - Ability to work as a team with people from all backgrounds
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> - High level of integrity and honesty - Team player - Flexible

E. PERFORMANCE STANDARD FOR THIS JOB:

Execute the activities as assigned and according to plan, monitor the progress and together with the team make adjustments as necessary to ensure the successful completion of planned activities. Documentation of the experience is also critical.