



1. IDENTIFICATION	
JOB TITLE	Intern
DIRECTORATE/UNIT	HSS/Outreach Project
PHYSICAL LOCATION	Amref Health Africa in Kenya-KCO
PERIOD	6 months

2. JOB OBJECTIVE

To Support Outreach project to implement project activities to achieve set goals and objectives.

3. REPORTING RELATIONSHIP

The Outreach Intern will directly report to the HSS programme M&E Officer

4. RESPONSIBILITY

- Assist in carrying out data entry, coding and cleaning for Outreach project
- Contributing to the preparation of internal and external Outreach project reports for Amref Health Africa in Kenya and donors
- Monitoring and maintaining Outreach intervention quality assurance system
- Work closely with Outreach team to identify project areas that require improvements and support implementation of CQI.
- Supporting the implementation of innovative interventions in Outreach project.
- Participate and support the preparation and implementation of the Outreach project activities
- Demonstrate the highest level of professionalism, which includes arriving on time for designated work, notifying the immediate supervisor of any deviations from the established schedule, and respect the organization's reporting structure and follow the policies and procedures of the organization.

5. QUALIFICATIONS

- Diploma in Medical record or
- A University degree in Medical record;
- Experience in Health data coding
- Experience in using databases, spreadsheets
- Familiarity with writing donor funded reports.

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
- Ability to write clearly, concisely, and in a logical manner.