

1. IDENTIFICATION	
JOB TITLE	Grants Intern
DIRECTORATE/UNIT	Global Fund Malaria Project
PHYSICAL LOCATION	Amref Health Africa in Kenya, KCO, Nairobi
PERIOD	6 months

2. JOB OBJECTIVE

To Support Grants Officer and Project Implantation Team (PIT) to manage the grant component in the *Global Fund TB Project*

3. REPORTING RELATIONSHIP

The Grants Intern will directly report to the Grants Officer.

4. RESPONSIBILITY

- Assist in reviewing of sub recipients (SRs) monthly reports;
- Assist in maintaining records in good and presentable order.
- Monitoring and mentoring on grants for the sub recipients
- Support budgeting processes with SRs
- In liaison with the Grants Officer, maintain and ensure appropriate updates to the Grants Management Information System (GMIS) including accuracy of data, and periodic back up in liaison with IT
- Participate in PITs and quarterly review meetings with SRs and other stakeholders
- Perform other duties assigned by the Grants Officer/and or Project Manager

5. QUALIFICATIONS

- Pursuing bachelor's degree in any business related course or
- A University degree in Social Sciences social/developmental studies or its equivalent.
- Professional accounting qualification preferably CPA or ACCA is an added advantage
- Experience with using databases, and spreadsheets

6. COMPETENCES

- Strong interpersonal and analytical skills;
- Attentive to details;
- Able to deliver quality work within tight deadlines with minimal supervision;
- Hard working and results oriented;
- Strong communication skills