



1. IDENTIFICATION	
JOB TITLE	Project Intern – Administrative Assistant
DIRECTORATE/UNIT	Health Systems Strengthening Programme
PHYSICAL LOCATION	Amref Health In Kenya
PERIOD	6 months

2. MAIN PURPOSE OF JOB:-

Under the supervision of the Project Managers, the job holder will provide technical expertise and support in project activities, logistical support and implementation.

3. QUALIFICATIONS AND SKILLS

- University degree or diploma in social sciences, development, public health, project planning and management or other relevant field.
- Excellent written and verbal communication, negotiation and networking skills
- Ability to prioritize and multi-task
- ICT proficiency
- Organization skills
- Values of teamwork, diversity and integrity must also be present

3.1 COMPETENCES

- Mature with initiative
- Ability to work in multi-cultural teams
- Work under minimal supervision
- Work in remote and hard to reach areas
- Decision making skills
- Excellent report writing skills
- Excellent training skills

3.2 EXPERIENCE

- Work experience in a busy NGO community health programming preferably in the capacity building of health and community workers.
- Experience in project implementation, management, design and planning.
- Experience in training of community members
- Experience in Community Mobilizations
- Experience in working with the Ministry of health and County Governments
- Understanding of the Health System Strengthening



4. PRINCIPAL RESPONSIBILITIES

KEY AREA	Activities	EXTENT OF DISCRETION (full, partial or none)
Project coordination	Co-ordinate and participate in planning and implementation of project activities	Full
	Participate in preparation of work plans and progress	Full
	Logistical planning of Training Activities	
	Co-ordinate and participate in Training of Community Members and health worker	Full
	Provide technical input in the review of reports and participate in field assessments	Full
	Requisition and surrender activity imprests in a timely manner	
Documentation and Research	Participate in operation research, documentation and dissemination of new lessons, human stories and experiences.	Full
Reporting	Generate monthly, activity and final reports relating to the project reports as per donor requirements.	Full
	Uploading of project data and information into AIMS on a monthly basis	Full
Capacity building	Participate in capacity building activities, field visits and meetings with relevant partners and stakeholders to strengthen networks and partnerships.	Full
Technical support	Provide technical support to ensure quality programmatic implementation of the project activities	Full
Monitoring and evaluation	Participate in strengthening existing M&E systems at the project, program and Amref Health Africa in general	Partial