



JOB TITLE	Programs Intern
DIRECTORATE/UNIT	Global Fund TB Project
PHYSICAL LOCATION	Amref Health Africa in Kenya, KCO, Nairobi
PERIOD	6 months

OBJECTIVE

To equip the intern with relevant skills while providing support to the programs unit of the project

REPORTING RELATIONSHIP

The Programs Intern will directly report to a Project Assistant.

RESPONSIBILITY

- Assist in planning and implementation of project activities
- Assist in taking minutes and report writing during project activities
- Assist in capacity building activities, field visits and meetings with relevant partners and stakeholders to strengthen networks and partnerships.
- Verification and receiving of sub-recipients (SR) monthly reports
- Assist in provision of technical support to Sub-recipients (SRs) to ensure quality programmatic implementation of the project activities including reviewing SR reports
- Assist in monitoring, mentoring and providing technical advice and capacity development to CSOs to plan, implement, monitor and report on grants awarded.
- Assist in planning and execution of project operations research including protocol review/development, data collection, entry, cleaning, coding and analysis.
- Assist in documentation and dissemination of best practices, lessons learnt and project human interest stories.
- Assist in data entry into the Grant Management Information System (GMIS)

QUALIFICATIONS

- The ideal candidate should have a Bachelors Degree in a health related field
- Knowledge of TB and HIV/AIDS policy issues
- Must be ICT proficient.

COMPETENCES

- Good communication skills.
- Team player and demonstrates high integrity.
- Attentive to detail
- Able to deliver quality work within tight deadlines with minimal supervision
- Strong communication skills
 - Hard working and results oriented
- Must be willing to travel within the country