

<b>1. IDENTIFICATION</b>	
<b>JOB TITLE</b>	<b>Communications -Intern</b>
<b>DIRECTORATE/UNIT</b>	<b>Afya Timiza</b>
<b>PHYSICAL LOCATION</b>	<b>Amref Health Africa in Kenya, Samburu County Office</b>
<b>PERIOD</b>	<b>3 months</b>

## **2. JOB OBJECTIVE**

Intern will support the Afya Timiza program in coordinating the day-to-day implementation of communication activities at the community, county and national levels

## **3. REPORTING RELATIONSHIP**

The Communications Intern will directly report to the Communications Assistant.

## **4. RESPONSIBILITY**

- Support towards project donor field visits, launches, conferences and other events. Editing and formatting of donor reports
- Prepare AFYA TIMIZA IEC materials and ensure adequate visibility of the project and the donor
- Ensure adherence to USAID branding and marking plan
- Work with the project team to provide updates on events, activities on a weekly basis.
- Daily media monitoring and social media updates on AFYA TIMIZA activities and milestones
- Update project database on need basis
- Development of web content, quarterly project newsletter, human-interest stories and documentaries on a regular basis
- Support any other communications activities when necessary

## **5. QUALIFICATIONS**

- A first degree in Communications, Public Relations, Journalism or related field
- Relevant knowledge in communication, writing, editing and desktop publishing

- Knowledge in Graphic Designs and audio-visual production
- Excellent written and verbal communication, negotiation and networking skills
- Have a high level of computer literacy.
- Have strong organizational skills and attention to detail required.
- Have an ability to manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired.
- Demonstrate an understanding of development issues.
- Have a passion on matters related to health and advocacy.
- Demonstrate initiative and ability to work independently and as a member of a team to coordinate and/or lead the efforts to effectively meet communication needs

## **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.
- A team player
- Ability to prioritize and multi-task
- Ability to exercise confidentiality, tact and discretion when dealing with diverse groups of people.