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| 1. IDENTIFICATION | |
| JOB TITLE | GSK 20% Intern |
| DIRECTORATE/UNIT | Institute of Capacity Development |
| PHYSICAL LOCATION | Amref Health Africa in Kenya |
| PERIOD | 6 months |

2. JOB OBJECTIVE

To support the GSK 20% Regional Manager.

3. REPORTING RELATIONSHIP

The intern will directly report to the Regional Manager GSK 20% project.

4. RESPONSIBILITY

- Preparing all disbursement memos including follow up to ensure funds transfer
- Support the project accountant in preparation of project reports
- Maintaining an up to date creditors status (matching invoices to LPOs and GRNs, checking correctness and accuracy of the invoices preparation of payment of creditors)
- Support M&E officer in report reviews and tracking of activity targets

5. QUALIFICATIONS

- A University degree in any health or finance related field like Accounting/Finance.

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 analytical and communication skills;
- Ability to write clearly, concisely, and in a logical manner.
- Proficiency in Microsoft office suite.
- Team working skills