

1. IDENTIFICATION	
JOB TITLE	MER Intern
DIRECTORATE/UNIT	MER Unit
PHYSICAL LOCATION	Amref Health Africa in Kenya
PERIOD	6 months

2. JOB OBJECTIVE

To Support the MER unit with M&E and research activities.

3. REPORTING RELATIONSHIP

The intern will directly report to the MER Manager.

4. RESPONSIBILITY

KEY AREA	Activities	EXTENT OF DISCRETION (full, partial or none)
Strengthening of MER systems	Participate in strengthening existing M&E systems in the project and AMREF Kenya Country Office.	Partial
	Participate in the preparation of work plans, budgets, M&E plans and performance frameworks for project	Partial
	Participate in monitoring the implementation of project activities to ensure conformance to project objectives, work plans, budget and expected results	Partial
Monitoring Evaluation and Research	Participate in data capture and reporting using monitoring tools to track project indicators as per the performance framework	Partial
	Support ESRC secretariat	Partial
	Participate in compilation of reports to donors and other partners	Partial
	Participate in project surveys	Partial
	Support research and CQI activities in a project	Partial
	Participate in regular data quality assessments at project level	Partial
Documentation	Develop and maintain databases back up and filing systems for projects data	Partial
Other	Undertake other relevant duties assigned by the supervisor	

5. QUALIFICATIONS

- A University degree in statistics, development economics, public health or any other related discipline

6. COMPETENCES

- Data management skills using excel
- 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.