



JOB TITLE	Monitoring, Evaluation and Research Intern
DIRECTORATE/UNIT	Global Fund TB Project
PHYSICAL LOCATION	Amref Health Africa in Kenya, KCO, Nairobi
PERIOD	6 Months

JOB OBJECTIVE

To gain knowledge and skills through provision of Monitoring, Evaluation and Research technical support in the various stages of the project cycle. Overall, work together with Monitoring, Evaluation and Research Officers and Assistants in ensuring appropriate monitoring and evaluation tools are designed and that data is collected verified, analysed and interpreted to guide implementation of the project.

REPORTING RELATIONSHIP

The intern reports to the Monitoring, Evaluation and Research Officer and is based in Nairobi.

RESPONSIBILITY

1. Assist in designing/development of tools to guide data capture, reporting and analysis of project activities
2. Verification, receiving and sending back certified copies of the Sub Recipients reports
3. Provide support in reviewing of monthly reports from supported organization (Sub Recipient) and provide feedback.
4. Provide support in archiving of Sub Recipients Reports as required.
5. Through the guidance of the MER officer carry out data entry into GMIS/NAVISION and other project databases as required.
6. Participate in field assessment activities including and not limited to Baseline, Mid Term Evaluation, End of Project Evaluation, and other necessary assessments when available.
7. Assist in coordination and support of monitoring activities among the organizations supported (Sub Recipients)
8. Participate in M&E spot checks and data quality audits
9. Assist in organization and facilitation of quarterly, semi-annual and annual program review meetings with program staff and partners.
10. Actively participate in implementation of other project activities as required in the project

QUALIFICATIONS

- The ideal candidate should have a Bachelor's Degree or Diploma in a health, development related field, statistics or pursuing the same.
- Have basic experience in data collection, entry, filling, recording, reporting and any other M&E related skills or demonstrated interest in the same.
- Monitoring and Evaluation course is an added advantage.
- Must be ICT proficient.
- Must be willing to travel within the country

COMPETENCES

- Good communication skills.
- Team player.
- Strong interpersonal and analytical skills;
- Attentive to details
- Able to deliver quality work within tight deadlines with minimal supervision;
- Hard working and results oriented