



Intern Terms of reference

Ref Number	Position Title		Job Grade
	Programme intern		-
Duty Station	Country/Directorate	Programme/Project/Unit	Reports to
Nairobi	HQ	ICD	Project Officer

A. JOB OBJECTIVE

To provide administrative support to the project and Institute of Capacity Development programme as assigned by the administrative assistant.

B. MANAGEMENT RESPONSIBILITY

Responsible for carrying out specific project activities as detailed in the description of duties.

C. DESCRIPTION OF DUTIES:

1. **Documentation/filing support:** Maintain filing system which is in place for the project/assigned units.
2. **Clerical:** Support the registration, data entry and updates to relevant project reports, documents and ensure they are filed/stored as required
3. **Document processing:** Sort and distribute documents as relevant to the assigned office.
4. **Supporting work process:** Provide office support in work processes as may be relevant to assigned Programme/Project/Unit including retrieval of files etc.
5. **Messengerial:** Carry out office errands as relevant including, support to meetings, photocopying and perform any other relevant duties assigned by supervisor.
6. **Field support:** Support project staff in field activities and development of preliminary reports

D. ACCOUNTABILITY:

- i. **Supervision:** Works in collaboration with other project staff and reporting on regular basis to administrative assistant.
- ii. **Decision Making:** The supervisor will give direction on all decisions pertaining to assignments
- iii. **Responsibility over data or information:** Relevant data and material
- iv. **Responsibility over assets:** All assigned office equipment
- v. **Responsibility over Staff:** None



E. JOB SPECIFICATIONS:

REQUIRED QUALIFICATION	<u>MINIMAL</u> First degree
PROFESSIONAL/ QUALIFICATIONS	First degree in one of the disciplines relevant to the following areas: Administration/social sciences/ education
RELEVANT EXPERIENCE	None. Willingness to work in a robust and dynamic work environment to undertake administrative duties as assigned.
KEY SKILLS	<ul style="list-style-type: none">- Good knowledge of administrative skills- Ability to work independently with good leadership and communication skills- Ability to work as a team with people from all backgrounds
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">- High level of integrity and honesty- Team player- Flexible

E. PERFORMANCE STANDARD FOR THIS JOB:

Execute the activities as assigned and according to plan, monitor the progress and together with the team make adjustments as necessary to ensure the successful completion of planned activities. Documentation of the experience is also critical.