



Electronic Records Intern

Amref Health Africa (formerly the African Medical and Research Foundation) is the largest African health development non-governmental international organisation based in Africa, committed to improving health and health care in Africa. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in Ethiopia, Kenya, South Sudan, Tanzania and Uganda, and regional hubs in Southern and West Africa based in South Africa and Senegal respectively. In addition, Amref Health Africa works in more than 30 African countries through its outreach, training and laboratory strengthening activities.

The internship is for a period of three months at the Kenya offices with a possibility of extension to a maximum of six months depending on the needs of the unit.

Responsibilities

Daily responsibilities will major in digitization of Financial and Procurement Records of the organization.

Under the direct supervision of the Information and Records Management Assistant, the intern will:

- Assist in the arrangement of documents into classes as stipulated in the Finance and Procurement Policy
- Prepare documents for scanning
- Scan documents using high volume scanners
- Index documents and export to the EDMS
- Assist in posting scanned documents
- Filing and arrangement of Archives
- Perform any other duties as required.

Competencies

Communication:

- Speaks and writes clearly and effectively

- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the team
- Demonstrates openness in sharing information and keeping the team informed

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings
- Should be able to work under minimum supervision

Planning & Organizing:

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently; able to work longer hours when need arises

Work Experience

- Applicants are not required to have professional work experience for participation in the programme

Education

Applicants must at the time of application meet one of the following requirements:

- Be enrolled in the final academic year of a first university degree program (minimum Bachelor's level or equivalent); Or Completed
- Have graduated with a Diploma

Be computer literate in standard software applications;

Studies in Information Science, Library Science, Knowledge Management or related fields are required.

If selected, successful applicant must commence the internship immediately.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk and reach high heights. The employee must occasionally lift and/or move heavy boxes and files. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. Exposure to dusty conditions may change during the tenure. The noise level in the work environment is quiet to moderate.