

## Administration Intern JOB DESCRIPTION

<b>1</b>	<b>IDENTIFICATION</b>	
<b>1.1</b>	<b>JOB TITLE</b>	Administration Intern
<b>1.2</b>	<b>DIRECTORATE</b>	Institute of Capacity Development
<b>1.3</b>	<b>PHYSICAL LOCATION</b>	Amref Headquarters

### 2 MAIN PURPOSE OF JOB

The main purpose of the job is to provide administrative support to the Institute of Capacity Development.

### 3 PRINCIPAL RESPONSIBILITIES

KEY AREA	MAIN TASKS	EXTENT OF DISCRETION
<b>Communications Support</b>	Receiving and reviewing correspondence to the office	In Liaison with Administrative Assistant
	Receiving and dispatching correspondence (including letters, faxes, email, telephones etc).	In Liaison with Administrative Assistant
<b>Planning and Organising</b>	Following up on hotel booking hotels and making travel arrangements for participants	In Liaison with Administrative Assistant
	Providing logistical support for participants	In Liaison with Administrative Assistant
	Ordering office supplies and equipment to ensure smooth running of the office	In Liaison with Administrative Assistant
<b>Information Management</b>	Maintaining office filing and storage systems	In Liaison with Administrative Assistant
<b>Financial Support</b>	Following up on payments for suppliers	In Liaison with Administrative Assistant
	Following up Imprest and surrenders	In Liaison with Administrative Assistant
	Following up on requisitions, LPOs and GRNs	In Liaison with Administrative Assistant
<b>Human Resource Management</b>	Following up on requisitions and contracts for staff and consultants	In Liaison with Administrative Assistant

### 4 ANY OTHER TASKS

Maintain work stations for other colleagues when necessary

### 5 REQUIRED QUALIFICATIONS

#### 5.1 Education and knowledge

- Business administration, Communications, social sciences or related field
- Knowledge of modern office procedures

#### 5.2 Experience

- Experience working in a busy environment handling administrative matters

#### 5.3 Skills

- Attention to details
- Articulate
- strong communication skills
- Ability to multitask

- Flexible
- Advanced level skills in Microsoft Word and Excel