

1. IDENTIFICATION	
JOB TITLE	Communications Intern
DIRECTORATE/UNIT	Health Systems Strengthening Programme – CIFF Project
PHYSICAL LOCATION	KCO, Nairobi
PERIOD	6 months

2. JOB OBJECTIVE

Under the overall supervision of the Communications Manager and directly reporting to the Programme Director - HSS, the intern will provide support for activities relating to communications, advocacy, media and resource mobilization.

3. REPORTING RELATIONSHIP

Programme Director - HSS

4. RESPONSIBILITY

- Project coordination
 - ✓ Attend meetings, briefings and events on behalf of the project and write up event notes.
 - ✓ Attend events, take photographs and assist with same day coordination
 - ✓ Working closely with Communications Department to ensure that the project activities are updated in the organisations’ social media outlets such as twitter, Instagram and Facebook as well as news stories for the website
 - ✓ Contribute to Amref Health Africa’s catalogue of digital media products including images, videos and other multimedia products Assist with the design and production of communication materials including project brochures, and other project related information, education and communication (IEC) materials
 - ✓ Develop a close relationship with the local media correspondents to ensure coverage of the projects activities and events
 - ✓ Developing content including stories, speech and press release
 - ✓ Ensure branding during activities
 - ✓ Any other duties as might be assigned by the project Manager or Project Officers from time to time.

- Documentation and research
 - ✓ Participate in operation research, documentation and dissemination of new lessons, human stories and experiences.

- Reporting
 - ✓ Generate monthly, activity and final reports relating to the project reports as per donor requirements.
- Capacity Building
 - ✓ Participate in capacity building activities, field visits and meetings with relevant partners and stakeholders to strengthen networks and partnerships.
- Technical Support
 - ✓ Provide technical support to ensure quality programmatic implementation of the project activities
- Monitoring and Evaluation
 - ✓ Participate in strengthening existing M&E systems at the project, program and Amref Health Africa in general

5. QUALIFICATIONS

- University degree/Advanced Diploma in Communications.
- Excellent written and verbal communication, negotiation and networking skills
- Ability to prioritize and multi-task
- ICT proficiency
- Organization skills
- Values of teamwork, diversity and integrity must also be present

6. COMPETENCES

- Mature with initiative
- Ability to work in multi-cultural teams
- Work under minimal supervision
- Work in remote and hard to reach areas
- Decision making skills
- Excellent report writing skills
- Excellent training skills