

1. IDENTIFICATION	
JOB TITLE	Project Intern – Medical records
DIRECTORATE/UNIT	Health Systems Strengthening –SLQS project
PHYSICAL LOCATION	KCO, Nairobi
PERIOD	6 months

2. JOB OBJECTIVE

Under the overall supervision of the Project officer and directly reporting to the Programme Director the intern will provide support for activities relating, Data entry and Programme reports and project implementation.

REPORTING RELATIONSHIP

Project Officer

3. RESPONSIBILITY

- Project coordination
 - ✓ Co-ordinate and participate in planning and implementation of project activities
 - ✓ Participate in preparation of work plans and progress
 - ✓ Logistical planning of Training Activities
 - ✓ Co-ordinate and participate in Training of Community Members and health worker
 - ✓ Provide technical input in the review of reports and participate in field assessments
 - ✓ Requisition and surrender activity imprests in a timely manner

- 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.
 - ✓ Uploading of project data and information into AIMS on a monthly basis

- 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

4. QUALIFICATIONS

- University degree in health sciences and a masters in health, project planning and management or other field relevant to health systems strengthening.
- 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

5. 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