

<b>1. IDENTIFICATION</b>	
<b>JOB TITLE</b>	<b>Project Intern</b>
<b>DIRECTORATE/UNIT</b>	<b>Health Systems Strengthening - CEI Safe motherhood project</b>
<b>PHYSICAL LOCATION</b>	<b>KCO, Nairobi</b>
<b>PERIOD</b>	<b>6 months</b>

## 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, logistical support and implementation.

## REPORTING RELATIONSHIP

Project Officer, CEI Safe motherhood

## 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