



**Immediate Supervisor**

Name and designation: **program Manager- i-PUSH**

<b>1</b>	<b>IDENTIFICATION (full name and staff number, date of employment)</b>	
<b>1.1</b>	<b>JOB TITLE JOB GRADE REPORTING TO</b>	<b>Programme Support Intern  Program manager- i-PUSH</b>
<b>1.2</b>	<b>DEPARTMENT/PROGRAM/PROJECT</b>	<b>Amref Enterprises Limited</b>
<b>1.3</b>	<b>PHYSICAL LOCATION</b>	<b>NAIROBI</b>

**POSITION SUMMARY:**

Under the supervision of the program Manager, the job holder will provide general technical support for programme activities, logistical support, implementation and monitoring. The opportunity provides valuable exposure to health programming and systems strengthening.

<b>Key Area</b>	<b>Task</b>	<b>Weight</b>
<b>Capacity building</b>	<ul style="list-style-type: none"> <li>▪ Participate in capacity building activities including trainings, field visits and meetings with relevant partners and stakeholders to strengthen networks and partnerships.</li> <li>▪ Provide technical support to ensure quality programmatic implementation of the project activities</li> <li>▪ Perform other duties as tasked and deemed necessary for the overall delivery of programme activities.</li> </ul>	<b>Full</b>
<b>ICT support</b>	<ul style="list-style-type: none"> <li>▪ Configuration and installation of relevant applications to mobile devices</li> <li>▪ Set up of login credentials for respective programme partners</li> <li>▪ Respond to user needs regarding system/ platform access and utilization</li> <li>▪ Support equipment inventory and programme’s record-keeping;</li> </ul>	<b>partial</b>
<b>Report writing</b>	Generate activity, monthly, and quarterly reports relating to programme activities and organizational requirements.	<b>full</b>
<b>Knowledge management</b>	Participate in operation research, documentation and dissemination of new lessons, human stories and experiences	<b>full</b>
<b>Planning and Coordination</b>	<ul style="list-style-type: none"> <li>▪ Participate in planning and implementation of programme activities</li> <li>▪ Provide Logistical support for training and monitoring activities</li> </ul>	<b>full</b>
<b>Financial management</b>	Requisition and surrender activity imprests in compliance to the organizational procedures.	<b>full</b>
<b>Monitoring and Evaluation</b>	Participate in strengthening existing M&E systems for the program and Amref Health Africa in general	<b>partial</b>

**Qualifications:****Education:**

- University degree in social sciences, Bachelor of Science, Business Administration, project planning and management or other relevant field.
- Be ICT proficient in standard software applications.

**Competencies**

- Excellent communication skills
- Fluent in English and Kiswahili
- Self-development, initiative-taking;
- Acting as a team player to achieve organizational goals
- Demonstrating/safeguarding ethics and integrity;
- Creating synergies through self-control;
- Learning and sharing knowledge and encourage the learning of others.
- Informed and transparent decision making.
- Ability to work harmoniously with persons of different nationalities and cultural backgrounds

**Experience:**

- Experience in project implementation, management, design and planning.
- Interaction with the health system

**Work Environment**

- Normal office and field environment

**Hours of Work**

37.5 hours per week, Monday to Friday with official working hours from 8.00am to 4.30pm with one hour lunch break.