# Administration Intern

## JOB DESCRIPTION

### 1 IDENTIFICATION

1.1 **JOB TITLE**
Administration Intern

1.2 **JOB GROUP/GRADE**
Capacity Building

1.3 **DIRECTORATE**
Capacity Building

1.4 **UNIT**
eHealth Programme

1.5 **PHYSICAL LOCATION**
Amref Headquarters

### 2 MAIN PURPOSE OF JOB
The main purpose of the job is to provide office support to the eHealth programme.

### 3 PRINCIPAL RESPONSIBILITIES

<table>
<thead>
<tr>
<th>KEY AREA</th>
<th>MAIN TASKS</th>
<th>EXTENT OF DISCRETION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communications Support</strong></td>
<td>Receiving and reviewing correspondence to the office</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td></td>
<td>Receiving and dispatching correspondence (including letters, faxes, email, telephones etc.)</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td><strong>Planning and Organising</strong></td>
<td>Following up on hotel booking hotels and making travel arrangements for participants</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td></td>
<td>Providing logistical support for participants</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td></td>
<td>Ordering office supplies and equipment to ensure smooth running of the office</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td></td>
<td>Coordinates, organizes, and takes minutes at meetings, and supports other project activities and functions. Also booking and setting up rooms and equipment for use.</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td><strong>Information Management</strong></td>
<td>Maintaining office filing and storage systems</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td></td>
<td>Maintaining relevant databases of eLearning courses and contacts, etc</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td></td>
<td>Fax, scan and copy documents</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td><strong>Financial Support</strong></td>
<td>Following up on payments for suppliers</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td></td>
<td>Following up Imprest and surrenders</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td></td>
<td>Following up requisitions, LPOs and GRNs</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td><strong>Human Resource Management</strong></td>
<td>Following up on requisitions, contracts for consultants</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td><strong>Monitoring &amp; Evaluation</strong></td>
<td>Analyzing and summarizing the evaluation findings and share the report</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
<tr>
<td><strong>Office Support</strong></td>
<td>Perform work related errands as requested such as going to the bank</td>
<td>In Liaison with Administrative Assistant</td>
</tr>
</tbody>
</table>
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
- Planning and organization
- Proactive
- Team work
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Advanced level skills in Microsoft Word and Excel

7.4 Competences
- Confidentiality
- Ethical
- Integrity
- Reliability
- Ability to work within deadlines

6. MENTAL COMPETENCIES

6.1 PROBLEM ANALYSIS
- The job requires a professional and analytical approach to finding software and hardware solutions.

6.2 DECISION MAKING
- The job requires ability to make timely and well-considered decisions based on corporate policies

7 COMMUNICATIONS

7.1 ORAL

7.1.1 Internal: The job demands a high level of oral communication skills with a good command of English and Kiswahili in order to effectively communicate with other departments, students and stakeholders

7.1.2 External: The job demands a high level of oral communication skills with a good command of English and Kiswahili in order to effectively communicate with external parties including students, communities and stakeholders.

7.2 WRITTEN

7.2.1 Internal: The job demands a high level of written communication skills in order to effectively communicate with other departments and staff members

7.2.2 External: The job demands a high level of written communication skills in order to effectively communicate with external parties including stakeholders, communities and students

10 ENVIRONMENTAL CONDITIONS

10.1 Corporate Policies, Systems, Procedures and Methods
The job demands a thorough understanding of corporate culture and Human Resource, procurement, financial and communications policies and procedures as well as the Directorate of Capacity Building’s mandate.

10.2 Work Environment
Normal office environment

10.3 Hours of Work
Normal working hours. Job holder may be required to work outside normal working hours due to the nature of the work in general.

10.4 Duration of the Job
2 Months

11 ACKNOWLEDGEMENT AND APPROVAL

<table>
<thead>
<tr>
<th>ACKNOWLEDGEMENT AND APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position</td>
</tr>
</tbody>
</table>

Immediate supervisor

Signature: ____________________________________________________________

Date: ______________________________________________________________

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

However, if the new tasks constitute a substantial change of the duties and responsibilities listed above, the supervisor and the job holder can at any time request renegotiation of the job description (for changes to be considered substantial, they should amount to at least 15% of the total working hours).

JOB HOLDER

Name: ________________________________________________________________

Signature: ____________________________________________________________

Date: _______________________________________________________________