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| <b>1. IDENTIFICATION</b> |   |
| <b>JOB TITLE</b>         | <b>Clerical Intern/Administration</b>   |
| <b>DIRECTORATE/UNIT</b>  | <b>Country Director</b>                 |
| <b>PHYSICAL LOCATION</b> | <b>Amref Health Africa, KCO Nairobi</b> |
| <b>PERIOD</b>            | <b>3 months</b>                         |

## **2. JOB OBJECTIVE**

To offer clerical support to the office of the Country Director.

## **3. REPORTING RELATIONSHIP**

The office clerk intern will report to the Executive secretary

## **4. RESPONSIBILITY**

- Update and maintain the office filling system
- Prepare budgets for activities in consultation with the PA
- In collaboration the PA, support in process the activity advances surrenders and office float
- Clear follow-up with finance department to ensure the documents have been processed.
- In consultation with the PA, draft memos to support payments of invoice
- Support in hotel bookings and processing of LPOs.
- Support during board meetings, to include room booking, and other logistics
- Relieve the PA in her absence.
- Telephone management
- Office stock orders
- Logistics support to include booking of meeting rooms, set up LCD, meeting materials etc.
- Any other clerical duties as assigned including photocopying, binding etc

## **5. QUALIFICATIONS**

- Diploma in business administration
- Experience with using databases, and good in IT.

## **6. COMPETENCES**

- Strong interpersonal skills;
- Attentive to details
- Willing to learn
- Quite a pro-active person
- Able to deliver quality work within tight deadlines with minimal supervision;
- Hard working and results oriented;
- Strong communication skills
- Ability to write clearly,