



1. IDENTIFICATION	
JOB TITLE	UHC 20% Intern
DIRECTORATE/UNIT	HSS
PHYSICAL LOCATION	Amref Health Africa in Kenya
PERIOD	6 months

2. JOB OBJECTIVE

To support the UHC 20% Project officer

3. REPORTING RELATIONSHIP

The intern will directly report to the 20% Project officer UHC 20% project.

4. RESPONSIBILITY

1. Project Coordination.

- Attend meetings, briefings and events on behalf of the project and write up event notes.
- Participate in planning and implementation of project activities.
- Ensure branding, coverage of the project activities and events by taking photos, videos where necessary

2. Documentation and Research

- Participate in operation research, documentations and dissemination of new lessons, human interest stories and experience

3. Reporting

- Participate in; compiling activity, monthly and quarterly report and any other reports as per the donor requirements

4. Technical Support

- Provide technical support to ensure quality programmatic implementation of the project activities
- Work closely with the project team to identify project areas that require improvements

5. Monitoring and Evaluation.

Participate in strengthening existing M&E system by ensuring routine capturing of the project data in AIMS on monthly basis

5. QUALIFICATIONS

- A University degree in any health science or Project management

6. COMPETENCES

- Strong interpersonal skills;
- Attentive to details;
- Able to deliver quality work within tight deadlines with minimal supervision;
- Hard working and results oriented;
- Strong analytical and communication skills;
- Ability to write clearly, concisely, and in a logical manner.
- Proficiency in Microsoft office suite.
- Team working skills