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| <b>1. IDENTIFICATION</b> |  |
| <b>JOB TITLE</b>         | <b>Knowledge Management and Community Intern</b>         |
| <b>DIRECTORATE/UNIT</b>  | <b>Advocacy Accelerator</b>                              |
| <b>PHYSICAL LOCATION</b> | <b>Amref Health Africa, Corporate and Kenya, Nairobi</b> |
| <b>PERIOD</b>            | <b>6 months</b>  |

## **2. JOB OBJECTIVE**

To provide support and high level of coordination and organizational support to the Knowledge Management and Community Team.

## **3. REPORTING RELATIONSHIP**

The intern will report directly to the KMC Lead

## **4. RESPONSIBILITY**

- Assist in disseminating information about the organisation's knowledge practice to internal and external audiences, including organising knowledge practice presentations and events, maintaining communications on knowledge sharing across the organisation.
- Assist in tracking and growing a community of members on virtual platforms.
- Assist in preparation of weekly and monthly reporting as required.
- Assist in gathering content for the website as may be required.
- Additional programme or project responsibilities as may be assigned.

## **5. QUALIFICATIONS**

- Bachelor's Degree in social sciences/communications/organisational management and/or knowledge strategy.
- Experience in advocacy is an added advantage

## **6. COMPETENCES**

- Ability to work rapidly, both in person and remotely, with team members.
- Strong Communication skills both verbal and written
- Fluency in speaking, reading and writing in English. Knowledge of French would be an added advantage.
- Strong analytical skills.
- Excellent planning and organising skills.
- Hard working and results oriented.
- Database management skills

## **7. Diversity & Inclusion**

Duly note that the Advocacy Accelerator is an equal opportunity employer. The Advocacy Accelerator has a commitment to inclusion across race, gender, age, religion, identity, gender identity, sexual orientation, physical or mental ability, ethnicity, and perspective, and experience. We are passionate about creating an inclusive workplace that promotes and values diversity. We celebrate diversity and are committed to creating an inclusive environment for all employees, service providers, partners and those we work with.

**To apply: Follow guidelines provided on <https://amref.org/volunteering-and-internships/#gsc.tab=0>. Send your Curriculum Vitae and Cover Letter to email provided by 1 October, 2020. Please include the name of the internship vacancy in the subject line.**

Duly note that Amref Health Africa does not require applicants to pay any fee at whatever stage of the recruitment and selection process. Amref Health Africa is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Amref is an equal opportunity employer and has a non-smoking environment policy.