HUMAN RESOURCES DIRECTORATE

JOB DESCRIPTION

1. IDENTIFICATION

<table>
<thead>
<tr>
<th>1.1 Job Title</th>
<th>Learning &amp; Development Intern</th>
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<tbody>
<tr>
<td>Reporting to</td>
<td>Talent, Learning &amp; Development Officer</td>
</tr>
<tr>
<td>1.2 Department/Program/Project</td>
<td>Human Resources – Shared Services Centre</td>
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<tr>
<td>1.3 Physical Location</td>
<td>Nairobi - Kenya</td>
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2. JOB PURPOSE

To assist in business-focused organizational development and Learning and Development initiative, support in administrative task and implementation of Global Talent Initiatives, which are focused on developing capacity and expertise to meet Amref Health Africa vision and mission.

3. REPORTING RELATIONSHIPS

The intern will report to the Talent, Learning and Development Officer

4. SCOPE OF JOB

4.1 Personnel

<table>
<thead>
<tr>
<th>Personnel reporting to the Job Holder</th>
<th>Reporting directly or through</th>
</tr>
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<tbody>
<tr>
<td>None</td>
<td>None</td>
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4.2 Other resources under your responsibility
- Laptop
- Office stationery and supplies
- Office Keys

5. KEY RESPONSIBILITIES:

5.1 Training and Development
- Manage the online learning platform available within the department
- Create and track essential data for all participants who attend training
- Support in the identification, design and implementation of solutions and interventions to learning needs
- Support with logistical arrangement of the training
• Collect, analyse and maintain data gathered during the session
• Support in career development program such as coordination of mentorship and coaching
• Support in the identification, design and implementation of solutions and interventions to learning needs
• Support development and implementation of the global and regional Talent, L&D initiatives.

5. ANY OTHER TASKS
   As directed by the supervisor

6. REQUIRED QUALIFICATIONS
   • Bachelor’s Degree in HRM / Learning & Development or other related field
   • A certificate in L&D training
   • Previous experience as an intern
   • Experience in the use of Learning Management System
   • Demonstrable commitment to the promotion of diversity
   • Basic analytical skills
   • High Emotional Intelligence
   • Critical thinking
   • Result oriented
   • Copywriting skills
   • Ability to maintain confidentiality
   • Effective communication and interpersonal skills and ability to work effectively with others
   • Able to work accurately with attention to detail
   • Good computer skills, including Word, Excel, PowerPoint and Outlook
   • Effective use of technology and department procedures to assist in achievement of objectives
   • Fluency in spoken and written English

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 10th September, 2021. Please include the name of the internship vacancy in the subject line.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all Amref stakeholders to share this commitment.

Amref is an equal opportunity employer and has a non-smoking environment policy.