

## **JOB DESCRIPTION – PROJECT INTERN – RESEARCH ASSISTANT 3 - MONTHS**

### **1.0 Reporting relationships – Reports to the Monitoring and Evaluation Officer (PBI)**

**2.0 Main Purpose of Job** – The research assistant will support data collection and verification processes with Amref Health Innovations. The research assistant will undertake the following:

- (i) Ensure monthly data collection, capturing and verification in collaboration with project teams.
- (ii) Support with community health volunteer training using digital mobile platforms.

### **3.0 Principal Responsibilities**

- Assist in routine data collection and entry for various projects under AEL implemented in the field and ensure that complete, accurate, clean and consistent data is shared with the M&E Officer for data analysis and action planning.
- Ensure proper filing of M&E documents including questionnaires, monitoring reports, datasets among others.
- Participate in regular data verification and audit exercises to assess the quality of data reported and address any anomalies identified.
- Assist program staff during survey planning and implementation.

### **Qualifications:**

- A bachelor`s degree in Statistics, Mathematics, Social Sciences, or a related discipline.
- Experience in deploying qualitative and quantitative data collection tools and methods.
- Proficiency in data entry and analysis software; Excel, SPSS
- Strong reporting and communication skills.
- Organized with a keen eye for detail.

**6.0 ENVIRONMENTAL CONDITIONS**

**6.1 Corporate Policies, Systems, Procedures and Methods**

- Knowledge of organization policy

**6.2 Work Environment**

Both Office and Field

**6.3 Hours of Work**

40 hours per week

**7.0 Acknowledgement and Approval**

ACKNOWLEDGEMENT AND APPROVAL		
<p>We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position</p>		
<b>Immediate</b>	<b>supervisor</b>	Signature:
<hr/>		
Date:	<hr/>	
<p>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</p>		

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: \_\_\_\_\_

An office in Nairobi