



## INTERN – ADMINISTRATIVE ASSISTANT People-Centered Health Systems

1.0	IDENTIFICATION	
1.1	JOB TITLE	Intern - Administrative Assistant (Full Time)
1.2	REPORTING TO	Group Programmes Director
1.3	NUMBER OF VACANCIES	One (1)
1.4	DIRECTORATE/UNIT	Programmes Unit
1.5	PHYSICAL LOCATION	Remote
1.6	DURATION	12 months (Renewable)

Amref Health Africa is the largest international health development organization based in Africa. Working with and through African communities, health systems and governments, Amref Health Africa's vision is for lasting health change in Africa and is committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and West Africa providing services to over 30 countries. Employing over 1000 staff and with an annual operating budget of approximately over \$100 million, Amref Health Africa is a knowledge resource for donors and partners. For more information visit our website [www.amref.org](http://www.amref.org)

Amref Health Africa has embarked on a journey to document the people-centered health systems approach for delivery of primary health care (PHC) and achievement of universal health coverage (UHC).

### 2.0 PURPOSE OF THE ROLE

Reporting to the Group Programmes Director, and working directly with the working group on people-centered health systems (PCHS) and stakeholders, the intern will be responsible for the day-to-day administrative support in the documentation and positioning of PCHS as a fit-for-purpose approach for making PHC a robust engine for the achievement of UHC.

### 3.0 RESPONSIBILITIES

KEY AREA	ACTIVITIES
Coordination and Management	<ul style="list-style-type: none"> <li>• Scheduling meetings and facilitating communication related to the PCHS working group</li> <li>• Coordinate and schedule the calendar of events and specific meetings</li> <li>• Assis with resource scheduling so that working group members have the resources they need to complete their tasks.</li> <li>• Manage the executing of events including meetings, workshops, write shops, among others</li> <li>• Work with procurement office for any necessary project-related procurement</li> </ul>



KEY AREA	ACTIVITIES
	<ul style="list-style-type: none"> <li>• Process and gather required documentation for activity advances and reimbursement of expenses according to Amref policy.</li> <li>• Manage travel and accommodation logistics for the PCHS initiative</li> <li>• Foster cross team collaboration between the PCHS working group, Communities of Practice, and Country Programmes</li> </ul>
Documentation	<ul style="list-style-type: none"> <li>• Support working group members to execute documentation and other activities as needed e.g. taking notes, distributing materials before meetings, desk reviews, among others</li> <li>• Maintain relevant databases and filing systems for the PCHS initiative</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Undertake daily administrative tasks to ensure the functionality and coordination of the PCHS working group as well as seamless stakeholder engagement</li> <li>• Ensure all financial and procurement activities meet standards set forth in organizational policies and protocols</li> </ul>
Advocacy and communications	<ul style="list-style-type: none"> <li>• Provide logistics and administrative support for the organization of PCHS events, high-level receptions and online engagements</li> <li>• Provide support to the communications team regarding the project, including social media activity and maintaining content on the website</li> <li>• Respond to working group members inquiries and concerns</li> <li>• Draft and edit communication materials including letters, briefing documents, email correspondences, meeting agendas, summaries and updates.</li> </ul>

#### 4.0 REQUIRED QUALIFICATIONS

- Bachelor's degree in public health, business administration, social sciences, community development, or any other relevant field.
- Excellent writing, editing, and communication with proficiency in written and spoken English & French. (*intermediate/advanced in one of the languages and at least basic in the second language*).
- Qualitative and quantitative research skills
- Knowledge of office management systems and procedures; proficiency in MS Office (MS Excel and MS PowerPoint)
- Creative, detail-oriented, flexible, and able to handle multiple concurrent tasks.
- Strong organizational skills with the ability to multi-task
- Experience in and understanding of basic financial management.
- Results-oriented, with the ability to work independently as well as part of a team.
- Quick learner willing to go the extra mile to achieve deadlines.
- Experience in organizing and coordinating stakeholders' meetings
- Demonstrated experience supporting project logistics (travel and Logistics) and operations (managing travel reimbursements, ensuring adequate office functioning).



## 5.0 HOW TO APPLY

Interested candidates staff are encouraged to submit a Cover letter in PDF expressing your interest and clearly outlining your qualifications for the position (Not exceeding 2 pages); and an updated CV in PDF (Not exceeding 3 pages) highlighting relevant educational and employment experience to [recruitment@amref.org](mailto:recruitment@amref.org). The subject line for your email should read: **REF: Amref/PCHS/Intern - Administrative Assistant/16-2020 by 11<sup>th</sup> August 2022. Please note that only shortlisted candidates will be contacted.**

*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, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*