



JOB DESCRIPTION

1. Identification

1.1	Job title	Programs Intern
1.2	Reporting to	Project Manager
1.3	Directorate	Programs
1.4	Physical Location	Amref Health Africa Zambia

2. Main Purpose of the Job

The purpose of this Intern Agreement is to assure you that we appreciate the Internship engagement with us and to indicate our commitment to do the best we can to make your Intern experience with us a positive and rewarding one.

3. Principal Responsibilities

- Participate in Project reporting compliance tracking
- Participate in tracking programmatic targets
- Participate in data verification of projects
- Participate in rapport in various meetings held within the Unit.
- Participate in documenting and sharing lessons learnt on best practices and challenges.
- Participate in documenting change stories related to the project.
- Support administrative duties along with other members of the Unit
- Assist in organizing for Country meeting/workshops
- Perform any other duty as may be directed by the supervisor from time to time.

4. Required Qualifications

4.1 Education and Knowledge

- A minimum Diploma in Environmental health/Public health

5 Hours of Work

Normal working hours as per Amref guidelines and regulations. Job holder may be required to work outside normal working hours due to the nature of the work in general

How to apply

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **May 17, 2023**. Only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.

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 nonsmoking environment policy.