HUMAN RESOURCES DIRECTORATE
JOB DESCRIPTION

1. IDENTIFICATION:

<table>
<thead>
<tr>
<th>1.1 Job Title</th>
<th>Intern- Impact, Learning and Programmes support</th>
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<tbody>
<tr>
<td>1.2 Grade</td>
<td>N/A</td>
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<td>1.3 Unit</td>
<td>Corporate Monitoring, Evaluation and Learning (C-MEL)</td>
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<td>1.4 Physical Location</td>
<td>Amref Headquarters, Nairobi</td>
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2. MAIN PURPOSE:

To support MEL team in executing various duties related to learning, impact and programmes support within the Monitoring, Evaluation and Learning unit.

3. REPORTING RELATIONSHIPS:

Key

- Direct reporting
- Indirect report
4. MAIN RESPONSIBILITIES:

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<th>KEY RESPONSIBILITIES</th>
<th>MAIN TASKS</th>
<th>EXTENT OF DISCRETION</th>
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| **Learning and Impact activities** | - Participate in learning and impact planning and implementation meetings  
- Support with drafting of manuscripts for publication  
- Support with updating of the learning agenda tracker  
- Scout for opportunities such as research capacity building, upcoming conferences, calls for research grants for sharing and response  
- Support with scheduling of meetings and taking minutes when necessary  
- Participate in Research Community of Practice meetings  
- Support any other duties as assigned by the supervisor | 50% |
| **Programmes support** | - Support the development of MEL frameworks, guidelines and standard operating procedures  
- Participate in proposal development process  
- Assist MEL manager to organize and implement trainings for the country office programs and MEL staff  
- Other programmes support duties, as assigned. | 50% |

5. REQUIRED QUALIFICATIONS

5.1 Education and Knowledge
- Master's degree in Social Sciences, Statistics, Development Economics, Public Health or related studies
- Experience with preparation of manuscripts for publication, supporting of research grant writing

5.2 Skills
- Ability to listen, communicate and work as a team with country office focal persons.
- Facilitatory skills as opposed to top down approach to support country offices.
- Ability to work independently and self-motivated
- High levels of integrity and honesty