

**HUMAN RESOURCES DIRECTORATE  
JOB DESCRIPTION**

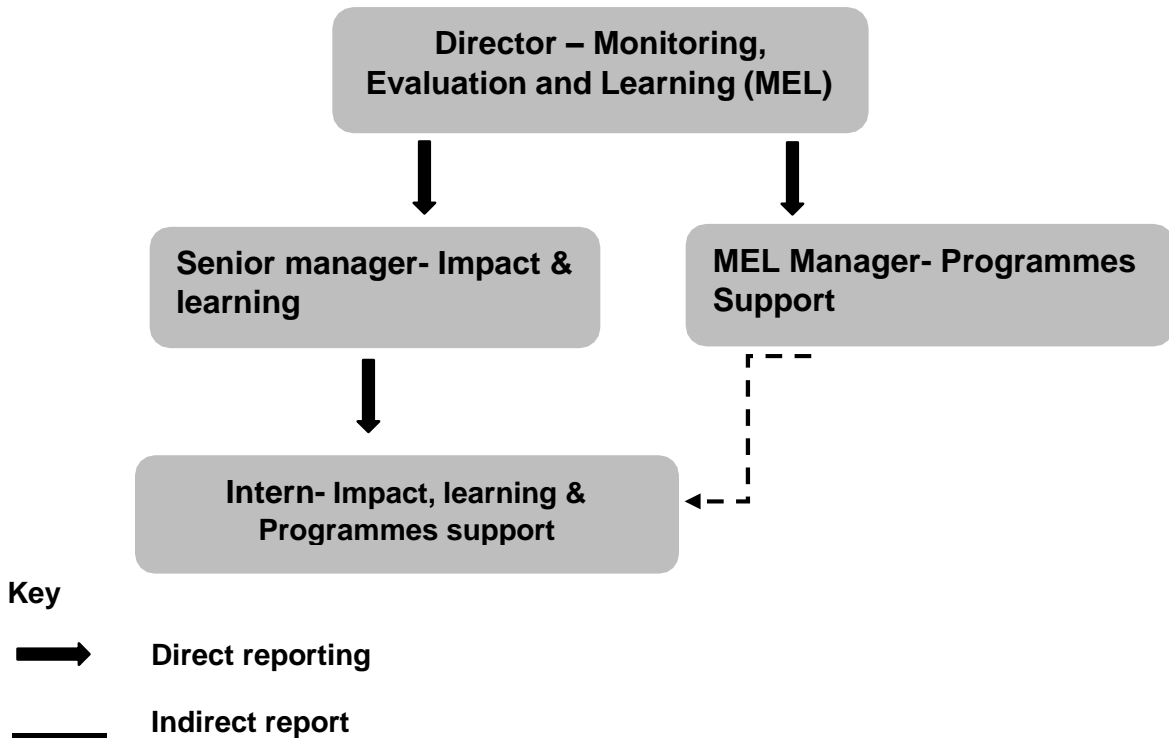
**1. IDENTIFICATION:**

<b>1.1 Job Title</b>	Intern- Impact, Learning and Programmes support
<b>1.2 Grade</b>	N/A
<b>1.3 Unit</b>	Corporate Monitoring, Evaluation and Learning (C-MEL)
<b>1.4 Physical Location</b>	Amref Headquarters, Nairobi

**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:**



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**4. MAIN RESPONSIBILITIES:**

KEY RESPONSIBILITIES	MAIN TASKS	EXTENT OF DISCRETION
<b>Learning and Impact activities</b>	<ul style="list-style-type: none"> <li>- Participate in learning and impact planning and implementation meetings</li> <li>- Support with drafting of manuscripts for publication</li> <li>- Support with updating of the learning agenda tracker</li> <li>- Scout for opportunities such as research capacity building, upcoming conferences, calls for research grants for sharing and response</li> <li>- Support with scheduling of meetings and taking minutes when necessary</li> <li>- Participate in Research Community of Practice meetings</li> <li>- Support any other duties as assigned by the supervisor</li> </ul>	<b>50%</b>
<b>Programmes support</b>	<ul style="list-style-type: none"> <li>- Support the development of MEL frameworks, guidelines and standard operating procedures</li> <li>- Participate in proposal development process</li> <li>- Assist MEL manager to organize and implement trainings for the country office programs and MEL staff</li> <li>- Other programmes support duties, as assigned.</li> </ul>	<b>50%</b>

**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