

1. IDENTIFICATION	
JOB TITLE	Information and Communication Technology Intern
NUMBER OF POSITIONS	1
DIRECTORATE/UNIT	Information and Communication Technology Department
PHYSICAL LOCATION	Amref Health Africa, Corporate and Kenya, Nairobi
PERIOD	12 months (September 2023 – August 2024)

2. JOB OBJECTIVE

To provide ICT service desk support.

3. REPORTING RELATIONSHIP

The Information and Communication Technology Officer

4. RESPONSIBILITY

- Provide helpdesk assistance to all staff on standard software.
- Knowledge of Search Engine Optimization process
- Write/Edit HTML & CSS for client projects as directed
- Work with designers to design for intuitive and engaging user experiences including UI design work, preparing images, and editing HTML/CSS with developer teams
- Deploy & Edit content to new & existing websites
- Communicating with project managers to discuss website design changes or updates
- Testing web pages for functionality and usability, including conducting user testing sessions with other staff.
- Keeping up-to-date with the latest technology and programming trends.

5. QUALIFICATIONS

- A Diploma or University degree in Computer Science or related studies;
- Knowledge in using Windows based applications;
- Knowledge in using PHP, MySQL, HTML, Javascript, CSS, JQuery

6. COMPETENCES

- Strong interpersonal skills,
- Good communication skills, both oral and written,
- Willingness to learn,
- Attentive to detail,
- Team Player,
- Show initiative and creativity,
- Hard working and results oriented,