



## **INTERNSHIP OPPORTUNITY**

### **HEALTH SYSTEMS STRENGTHENING DIRECTORATE - OPERATIONS**

#### **About Amref Health Africa:**

Amref Health Africa is a leading African health organization that works to ensure lasting health change across the continent. With over 60 years of experience, Amref Health Africa envisions a continent where every person has the opportunity to enjoy a healthy life. The organization's mission is to improve the health of people in Africa by partnering with and empowering communities, and strengthening health systems.

The Health Systems Strengthening (HSS) Directorate has been created as a central hub within Amref to support the successful implementation of the organization's Corporate Strategy (2023 -2030). Its primary purpose is to provide a unified structure for managing and coordinating projects and programs related to health system strengthening and technical assistance. The HSS Directorate aims to optimize the impact and effectiveness of these initiatives, ensuring they align with Amref's strategic goals and contribute to sustainable improvements in health systems.

#### **MAIN PURPOSE OF JOB**

The HSS directorate is looking to expand its operations unit and the main purpose of the assignment is to provide operational support across the HSS directorate.

#### **PRINCIPAL RESPONSIBILITIES**

<b>KEY AREA</b>	<b>MAIN TASKS</b>	<b>EXTENT OF DISCRETION</b>
<b>Communications Support</b>	Receiving and reviewing correspondence to the office	In Liaison with the programme Manager
	Working with the communications manager to create visibility for HSS	In Liaison with the programme Manager
<b>Planning and Organising</b>	Logistical support for the HSS directorate	In Liaison with the programme Manager
	Following up on hotel booking hotels and making travel arrangements for participants	In liaison with the programme Manager
	Providing logistical support for participants	In Liaison with the programme Manager
	Ordering office supplies and equipment to ensure smooth running of the office	In Liaison with the programme Manager
	Coordinates, organizes, and takes minutes at meetings	In Liaison with the programme Manager

KEY AREA	MAIN TASKS	EXTENT OF DISCRETION
	Also booking and setting up rooms and equipment for use.	
<b>Information Management</b>	Maintaining office filing and storage systems	In Liaison with the programme Manager
<b>Financial Support</b>	Following up on payments for suppliers	In Liaison with the programme Manager
	Following up Imprest and surrenders	In Liaison with the programme Manager
	Following up on requisitions, LPOs and GRNs	In Liaison with the programme Manager
<b>Human Resource Management</b>	Following up on requisitions and contracts for staff and consultants	In Liaison with the programme Manager

## REQUIRED QUALIFICATIONS AND COMPETENCIES

- Degree in Business Administration, social sciences or related field
- Experience working in a busy office
- Good planning and organizational skills
- Proactiveness
- Ability to work in a team
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Ability to work within deadlines

## DURATION

Three months minimum. Renewable as needed

## HOW TO APPLY

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 **October 20, 2023**. 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 progress.***

***Amref Health Africa is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.***