



<b>1. IDENTIFICATION</b>	
<b>JOB TITLE</b>	<b>Information and Communication Technology Intern</b>
<b>NUMBER OF POSITIONS</b>	<b>5</b>
<b>DIRECTORATE/UNIT</b>	<b>Information and Communication Technology Department</b>
<b>PHYSICAL LOCATION</b>	<b>Amref Health Africa, Corporate and Kenya, Nairobi</b>
<b>PERIOD</b>	<b>6 months (June 2024 – November 2024)</b>

## **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.
- Assist in hardware and software installations, configurations, support and maintenance
- Provide network support
- Follow up on ICT equipment maintenance and repairs
- Provide ICT support to field staff, meetings and events
- Assist in data collection and entry.

## **5. QUALIFICATIONS**

- A Diploma or University degree in Computer Science or related studies;
- Experience with using Windows based applications;

## **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,