1. IDENTIFICATION

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Information and Communication Technology Intern</th>
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<tbody>
<tr>
<td>NUMBER OF POSITIONS</td>
<td>1</td>
</tr>
<tr>
<td>DIRECTORATE/UNIT</td>
<td>Information and Communication Technology Department</td>
</tr>
<tr>
<td>PHYSICAL LOCATION</td>
<td>Amref Health Africa, Corporate and Kenya, Nairobi</td>
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<tr>
<td>PERIOD</td>
<td>6 months (May 2024 – November 2024)</td>
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</tbody>
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2. JOB OBJECTIVE

To provide ICT support.

3. REPORTING RELATIONSHIP

The Information and Communication Technology Manager

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,