1. **IDENTIFICATION**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Communications and Advocacy Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER OF POSITIONS</td>
<td>1</td>
</tr>
<tr>
<td>DIRECTORATE/UNIT</td>
<td>Gavi CSO Constituency Hosting Arrangement</td>
</tr>
<tr>
<td>PHYSICAL LOCATION</td>
<td>Amref Health Africa, Nairobi, Kenya</td>
</tr>
<tr>
<td>PERIOD</td>
<td>6 months (July – December 2024)</td>
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2. **JOB OBJECTIVE**

To provide Communications and Advocacy support to the Gavi CSO Constituency Hosting Arrangement.

3. **REPORTING RELATIONSHIP**

The Communications and Liaison Officer for the Gavi CSO Constituency – Hosted by Amref Health Africa

4. **RESPONSIBILITY**

The intern shall provide communications support including but not limited to the following duties:

- Provide administrative support in preparation of all project activities including advocacy meetings, workshops and public forums, and ensuring production and/or documentation of activity reports and taking minutes for meetings;
- Assist in the design of communications and advocacy projects and work plans to ensure their successful implementation to achieve overall programme objectives and strategic goals;
- Support partnership engagements to enhance movement building through mapping out of relevant stakeholders, working with relevant partners and networks to develop collaborative programme strategies;
- Support multi-media advocacy initiatives including content development for online dissemination on our website and social media pages;
- Support to mobilize CSOs and other partners for public forums, events, and other outreach activities;
- Support in regular media monitoring in order to record and follow up on meetings, events and campaigns reported through the organization’s platforms.

5. **QUALIFICATIONS**

- A minimum of a bachelor’s degree in communication studies, media, pr, marketing, development studies, international relations, or related course from a recognized university;
- Demonstrable skills and interest in media and communications work;
- Work experience of at least 6 months in the communications/media field with demonstrable experience in project implementation.

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.