1. IDENTIFICATION:

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Research Partnership Coordination Intern</th>
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<tbody>
<tr>
<td>NUMBER OF POSITIONS:</td>
<td>1</td>
</tr>
<tr>
<td>DIRECTORATE:</td>
<td>Amref International University &amp; Health System Strengthening</td>
</tr>
<tr>
<td>DURATION OF CONTRACT</td>
<td>6 months (extension is subject to organizational requirements, availability of funds and satisfactory performance)</td>
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<tr>
<td>DUTY STATION:</td>
<td>Nairobi, Kenya</td>
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2. JOB PURPOSE
The Amref Health System Strengthening (HSS) Directorate, in collaboration with Amref country offices, the Amref International University (AMIU), and HQ MEL unit, are collaboratively undertaking a research initiative to execute the Amref learning agenda. The purpose of this internship role is to support in the implementation of this research partnership by coordinating stakeholders effectively and documenting the process. The Intern will liaise with AMIU: - Postgraduate students and research supervisors, the HSS directorate, Monitoring, & Evaluation team, Amref country offices, Selected CSOs.

3. REPORTING RELATIONS
Directly report to Director Research, Innovation and Community Extension at Amref International University and support the HSS Directorate.

4. RESPONSIBILITIES
- Provide administrative support, such as scheduling meetings, preparing agendas, and logistical support.
- Coordinate communication among the involved partners to ensure effective collaboration.
- Assist in documenting partnership agreements, contracts, minutes, and other relevant documentation.
- Document all stages of the partnership from inception to completion, including pre-activity, during and post-finalization.
- Support capacity-building initiatives for students and stakeholders, including organizing webinars, guest lectures, and training sessions.
- Assist in identifying and mapping areas for capacity building within the partnership.
- Prepare regular updates and reports on the status and outcomes of the partnership for internal and external stakeholders.
- Document and analyse innovative strategies/best practices/new approaches.
- Inter alia

5. QUALIFICATION
- Bachelor’s degree or coursework in Business Administration, Public Policy, International Relations or degree in Public Health, Environmental Health, Health Systems Management, Social Sciences, or a related field.
- Knowledge of or familiarity with defined operational/administrative/research areas.
- At least 6 months experience in a similar position

6. COMPETENCIES
- Excellent organizational, interpersonal, and networking skills
- Ability to initiate and build relationships
- Excellent communication skills and a willingness to collaborate
- Operational effectiveness
- Willingness to learn
- Innovative
- Ability to establish effective working relations in a multicultural team environment
- Team player