



Amref Health Africa In Ethiopia Internship Position Announcement

Position: Intern

Program: Improve Primary Health Care Service Delivery (IPHCS D) Project

Reports to: Senior PHC Coordinator

Duration of Role: Six month with possibility of extension based on performance

Location; Addis Ababa Country Office, Semera, Yabello, Gembella, Jigjiga, Jinka

Total Number of Interns Needed; One (1)

Purpose

Improve Primary Health Care Service Delivery (IPHCS D) Project is looking for a self-motivated, intern with a passion for community health. The intern will actively work with the IPHCS D project team and support the execution of project activities as per the plan.

Key Responsibilities:

- Assist in organizing workshops, trainings and meetings
- Facilitate financial and administrative procedures (including logistic arrangement) for trainings, meetings, workshops
- Support the IPHCS D project team in documentation of key elements of a training, meeting and workshop reports
- Work with IPHCS D project team in compiling and tracking training online data base
- Participate on IPHCS D project team meeting and document minutes
- Prepare and submit procurement plans to procurement units
- Closely follow up procurement status of submitted procurement plans
- Assist the IPHCS D project team in different project implementation process

- Undertake other duties as may be assigned by the supervisor

Qualifications and Competencies:

- Minimum of bachelor's degree in health discipline
- Zero years of work experience
- Wants to serve for the whole Internship program
- Good Communication and English Writing skill
- Good interpersonal skills
- Strong analytical, problem solving and networking skills.
- Be a team player and communicator
- Detail oriented and Responsible

Female candidates are strongly encouraged to apply for these positions!