



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Intern - Impact, Learning and Programmes Support
REPORTING TO	Learning and Impact Officer
DEPARTMENT/UNIT	Corporate Monitoring, Evaluation, And Learning (C-MEL)
DURATION OF CONTRACT	6 Months
DUTY STATION	Nairobi, Kenya

BACKGROUND

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

JOB PURPOSE

The primary purpose of the role is to provide support to the Monitoring, Evaluation, and Learning (MEL) team in activities related to learning, impact assessment and programmes support. The intern will assist in executing key tasks across learning agenda management, programme monitoring, and evaluation activities, contributing to Amref's efforts to achieve impact-driven programmes.

DUTIES AND RESPONSIBILITIES

Learning and Impact Activities [50%]

- Actively attend and contribute to planning and implementation meetings for learning and impact assessments.
- Assist in drafting manuscripts for publication in peer-reviewed journals or internal publications.
- Support in maintaining and updating the organizational learning agenda tracker to capture ongoing learning initiatives and outcomes.
- Identify and share opportunities such as research capacity-building workshops, upcoming conferences, and calls for research grants. Assist with responses to relevant opportunities.

- Assist with scheduling meetings, sending out invitations, preparing meeting materials, and taking minutes for documentation.
- Participate in Research Community of Practice meetings and discussions, offering administrative and technical support.
- Undertake any additional tasks assigned by the supervisor related to learning, impact, or research support.

Programmes Support [50%]

- Assist in developing Monitoring, Evaluation, and Learning frameworks, guidelines, and Standard Operating Procedures (SOPs) for programmes within the organization.
- Contribute to the development and submission of proposals, particularly in the MEL components, ensuring alignment with donor expectations and organizational goals.
- Support the organization and implementation of trainings for country offices' MEL staff, ensuring they are equipped with the necessary tools and knowledge for efficient MEL practices.
- Assist in various programme-related tasks, as directed by the MEL Manager, ensuring effective execution of programmatic activities aligned with MEL strategies.

EDUCATION, EXPERIENCE AND ABILITIES

Education and Experience

- Bachelor's degree in Social Sciences, Statistics, Development Economics, Public Health, or a related field.
- Not more than 1 year of experience in manuscript preparation for publication and supporting of the research grant writing process/related field.

Knowledge, Skills and Competencies

- Excellent ability to listen, communicate, and collaborate effectively with country office focal points and team members.
- Strong facilitation skills, with an emphasis on supporting country offices through an inclusive, participatory approach.
- Capable of working independently with minimal supervision, demonstrating initiative and self-motivation.
- High levels of integrity, honesty, and ethical conduct in all interactions and responsibilities.

HOW TO APPLY

Interested? Please visit our website <https://amref.org/careers> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **October 30th 2024**. Only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.