## 

## Amref Health Africa In Ethiopia Internship Position Announcement

## Position: Intern

## Program: Improve Primary Health Care Service Delivery (IPHCSD) Project

## Reports to: Senior PHC Coordinator

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

## Location; Addis Ababa Country Office

## Total Number of Interns Needed; One (1)

## Purpose

## Improve Primary Health Care Service Delivery (IPHCSD) Project is looking for a self-motivated, intern with a passion for community health. The intern will actively work with the IPHCSD 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 IPHCSD project team in documentation of key elements of a training, meeting and workshop reports
* Work with IPHCSD project team in compiling and tracking training online data base

Participate on IPHCSD 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 IPHCSD 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**!