

# VACANCY

## PROGRAMMES INTERN



<b>Job Title</b>	Programmes Intern	<b>Probation</b>	3 months
<b>Location</b>	Nairobi	<b>Reports to</b>	Programmes Assistant

Marie Stopes Kenya is an NGO registered in Kenya as a local implementing partner of MSI Reproductive Choices, a UK charity. We deliver quality sexual and reproductive healthcare, family planning and other women's health services to millions of the world's poorest and most vulnerable women. We want to make sure that women have a choice when it comes to having children and that death by unsafe abortion is reduced.

Under supervision of the Programmes Assistant, the Programmes Intern will provide administrative support to the Programmes team, Communications and Advocacy, Outreach, PSS and MDT in ensuring seamless execution of day-to-day operations of the above teams.

It is the responsibility of this role is to further our goal of **MAKING CHOICE POSSIBLE** for every Kenyan.

The post holder commits to and is held accountable to MSI Reproductive Choices core values:

Mission-driven	Client-centered	Accountable	Courageous	Resilience	Inclusive
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### Key Responsibilities

1. Assist the team in making requests through Tradogram and follow up with P&L for timely delivery.
2. Support in follow up with Field teams in ensuring the logistic support is offered including conference package, accommodations, Vehicle requests and non-payments of hotels/suppliers.
3. In liaison with the Programmes Assistant support in planning and arrangements in relation to daily team operations.
4. Review of programmes & MDT team, advances and surrenders using the new advance/surrender system and support in verifications of approved plans.
5. Sharing of programmes & MDT team movement plans and uploading the same on sharepoint
6. Working closely with the channel leads and Programmes Assistant in ensuring Timely and accurate team advances on Mpesa are processed in required timeline (Finance SOP): MDT, PSS, Outreach, RMCs, Nested Providers.
7. Collate all logistics claims, payments, field advance requests and surrenders on behalf of the programmes and MDT
8. Working closely with the channel leads to ensure form 3 s is shared for daily team performance tracking
9. In collaboration with the Programmes Assistant, support in communication with Team leads, Nested providers, PSS Supervisors on any development, Targets ,SOPs and taking minutes during monthly meetings
10. Attend monthly meetings when delegated, pillar 1 meetings, MDT meetings and quarterly MAT meetings, take minutes and track implementation of all action points
11. Any other duties assigned.

### Qualifications

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- Degree in Business Administration or equivalent
- Prior experience in Programs and administration support will be an added advantage

### Skills:

- You will demonstrate a strong working motivation towards effective sexual reproductive healthcare through the MSK Channels
- You will be keen to champion the rights, skills and needs of organisation through different channels and programs

### Behaviours and Values:

Successful performance at MSK is not simply defined in terms of 'what' people achieve, but equally is about 'how' people go about their jobs and the impact that they have on others.

<b>Work as One MSI</b>	You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximize our ability to influence others.
	You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.  You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.
<b>Show courage, authenticity and integrity</b>	You hold yourself accountable for the decisions you make and the behavior you demonstrate.
	You are courageous in challenging others and taking appropriate managed risks.
<b>Develop and grow</b>	You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.
	You manage your career development including keeping your knowledge and skills up to date.
<b>Deliver excellence, always</b>	You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.
	You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.
<b>Leadership</b>	You inspire individuals and teams, through situational leadership, providing clear direction.
	You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.
	You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.
	You articulate a vision of the future which inspires and excites others.

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### How To Apply:

Suitable and qualified candidates should email one document combining an application letter and CV to [pd@mariestopes.or.ke](mailto:pd@mariestopes.or.ke) on or before **November 10, 2023**. The subject of the email should read **Programmes Intern. Applications will be reviewed on a rolling basis.** Do not attach certificates and testimonials. Marie Stopes Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI's Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults. Only shortlisted candidates will be contacted.