

USAID Dumisha Afya

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4th July 2024

INTERNSHIP ADVERTISEMENT

USAID Dumisha Afya project is a five-year USAID funded service delivery project, under the auspices of Moi Teaching and Referral Hospital (MTRH), whose aim is to provide sustainable efforts in access to health care by increasing the use of county-led health and social services in Bungoma and Busia counties through support from the American people. This is a service delivery project at the county level, providing HIV prevention, Care and Treatment services. The project is expected to support the Government of Kenya (GoK) in attaining its goal of addressing HIV/AIDS, safeguarding the rights and welfare of children and adolescents impacted by HIV/AIDS, and ensuring equitable access to and use of quality primary health care services by the most vulnerable.

Applications are invited for the following internship position in the USAID Dumisha Afya Program:

POSTION: CLINICAL ADMINISTRATIVE INTERN- (1 POSITION)

STATION: BUNGOMA COUNTY

JOB GROUP: INTERNSHIP

Duties and Responsibilities:

Reporting to Chief of Party, the incumbent will among others be responsible for the following:

- Support the Chief of Party's office in creating efficient operations systems that ensure achievement of program goals.
- Liaise with all the relevant offices/departments to ensure logistics are in place for the smooth and uninterrupted running of all program areas.
- Assist in development, analysis and monitor costed program work plans; monitor and track programmatic obligations and expenditures against approved budgets in collaboration with the Finance Director.
- Contribute to the development of high-quality work plans, quarterly and annual reports, and any other reports required by the donors.
- Participate in joint programmatic performance and programmatic review meetings.
- Assist in ensuring efficient delivery of services to meet the program's goals.
- Any other duty that may be assigned by the Chief of Party.

Qualifications:

- The programme is tailored for fresh graduates (not more than three years since from date of graduation).
- Degree in Nursing, Project planning and Management, Environmental Health, Clinical Medicine, or any other related field. Must have the qualification of at least second-class upper degree.
- Training in project management is an added advantage.
- Proficiency in use of Microsoft Office.

Terms of Employment

The successful candidate will be employed on Six (6) Months renewable contract terms with a stipend. Candidates who meet these requirements and are interested should submit signed applications, copies of certificates together with detailed Curriculum Vitae giving details of their current remuneration on or before **18th July 2024 by 5.00 pm** to the address below:

**Chief of Party,
USAID Dumisha Afya Program,
Bungoma.**

All application should be done via email at: recruitment@usaiddumishaafya.or.ke

Only e-mail applications are accepted.

Please note only shortlisted candidates shall be contacted.

"USAID Dumisha Afya is an equal opportunity employer."

