

JOB DESCRIPTION

Job Title: Programmes Intern

Reports to: Preparedness, Response & Resilience Programme (PRR) Coordinator

Supervision of: Self

Interacts with: Entire Staff

Location: Arusha, Tanzania

Job Purpose

Under the supervision of the PRR Coordinator or Designated Technical Staff, the Programmes Intern shall work with technical guidance from the Strategic Programme & Performance Management Specialist (*Programme Manager*). The Intern shall work across the existing and subsequent projects, and primarily be responsible for supporting the implementation of the planned activities aimed at ensuring the achievement of the projects' set targets and outputs per corresponding indicators. The role also includes day-to-day quality and timely implementation, monitoring, and reporting of planned activities. The intern will support in mobilization of PRRP initiatives to ensure that appropriate and timely linkage and referrals are done between the target population, service providers and stakeholders. The Project Management Intern will gain work experience that gives her/him a distinctive edge that is required to gain success in her/his career path.

Duties and Responsibilities:

- 1) Helps in the consolidation and implementation of Projects' workplans focused on HIV&AIDS, TB, Malaria, SRH, etc.
- 2) Assists in mobilizing intended/targeted activities' participants, service providers and stakeholders to facilitate respective project implementation in the targeted areas.
- 3) Support the Project Officers in delivering training and onsite counselling to the targeted beneficiaries.
- 4) Support in the organization, and planning of review meetings with community-level workforce, stakeholders, and project teams to ensure timely and appropriate feedbacks are collected and documented.
- 5) Support the coordination of project activities, including scheduling meetings, preparing agendas, and taking minutes.
- 6) Support enrolment of project participants into the project database and mailing list.
- 7) Contribute to the preparation of project reports, presentations, and other communication materials.
- 8) Collaborate with organization team members to ensure the smooth implementation of projects.
- 9) Maintain accurate records and documentation of project activities and results.
- 10) Support in the documentation of the project's best practices, policies, and interventions to enhance project outcomes.

11) Build and maintain good relationships with government officials, stakeholders, and community members through attending key meetings to strengthen good work relationships.

Qualifications, Skills and Experience:

- Bachelor's degree in Project Planning & Management, Public Health, Sociology/Social Work, Community Development, Development Studies, or related Social Sciences field.
- Possess excellent communication skills with good English and Swahili speaking and writing proficiency.
- Substantial knowledge of programme concepts and patterns (e.g., principles of community-centred approach) related to HIV/AIDS, TB, Malaria, SRH, etc.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and data analysis.
- Knowledge of NGOs and ability to work independently & within teams.
- Good stakeholder engagement and coordination skills.
- Sound typing skills and a demonstrated ability to multi-task.
- Demonstrates diplomacy, flexibility, and resourcefulness.
- Strong critical thinking and creative problem-solving skills & Strong interpersonal skills.

How to Apply

For any interested candidate with a passion for making a difference in the context of our work in bringing social impact, send your expression of interest (in the form of a cover letter addressed to the Executive Director, EANNASO along with copies of relevant academic certificates) to eannaso@eannaso.org.

The deadline for application is on **Sunday 11th February 2024**

Safeguarding and Child Protection Policy

EANNASO's absolute priority is protecting children, vulnerable communities, and our staff. We have zero tolerance for incidents of violence or abuse against children and other people in the communities we serve, either committed by our staff or others connected to our work. You will be required to abide by and adhere to our Safeguarding, Child Protection and Prevention of Sexual Exploitation and Abuse (PSEA) Code of Conduct and Policies.