



## Programs Intern

**Position:** Programs Intern

**Location:** Ontario (remote)

**Language:** English

**Supervisor:** Programs Officer

**Position Type:** Contract, full-time (30 hours/week for 9 weeks)

**Job Requirement:** Must be eligible for the Canada Summer Jobs program

**Hiring Salary:** \$15.00/hour

**Closing Date:** Tuesday, June 7th, 2022

**Start Date:** July 4th, 2022

Apply via email to: [jobs@amrefcanada.org](mailto:jobs@amrefcanada.org); please include the job title in the subject line of the email

### OVERVIEW:

Amref Health Africa, the largest African-led international organization on the continent, reached more than 7.8 million people in 2020 through 207 health-focused projects. Founded in Kenya in 1957 as the Flying Doctors of East Africa, Amref Health Africa's strategic pillars focus the organization's work around human resources for health, innovative health services and solutions, and investments in health. Our partnerships with communities in Africa to create lasting health change are at the heart of all we do.

Amref Health Africa in Canada is seeking the assistance of a Programs Intern to support tasks related to our Programs Department. The Programs Intern be supervised and mentored by the Programs Officer. The Programs Intern will work remotely and will be responsible for:

### Responsibilities

- Assist in new business development processes, including:
  - Coordinating virtual meetings with key stakeholders
  - Attending and taking minutes of meetings with key stakeholders
  - Conducting research to support problem/situational analysis and rationale for particular interventions/proposed programs as well as identifying best practices and evidence-based approaches
  - Assisting in writing and editing of concept notes and proposals
- Lead on an information and documentation management project for the Programs team
  - Execute on Program team's filing schematic both on Amref Canada server as well as other productivity platforms
  - Collect and analyze relevant data to develop a grant historical pipeline and business development pipeline
- Other tasks as required.

### Knowledge, Skills & Abilities

- Support for Amref Health Africa's vision for lasting health change in Africa
- Experience in research and prospecting
- Strong writing skills: ability to review and edit reports, proposals and concept notes



- Computer literacy: Strong skills in working with Microsoft Office (Word, Excel, Powerpoint) and ability to produce well-formatted documents
- Some familiarity with Results Based Management (RBM) toolkits
- Some knowledge of contemporary global health issues in the African context
- Familiarity and experience with Global Affairs Canada funding mechanisms, policies and procedures an asset
- Task-focused, organized, analytical and detail-oriented with strong communication skills
- Exceptional writing and oral communication skills
- Strong internal and external relationship building skills
- Excellent project management skills with a high-level of accountability for the quality and timely completion of projects; strong planning, time management and organizational skills; ability to manage many projects simultaneously and meet tight deadlines
- Proficient in computer and Microsoft Office Suite programs and the Google Environment

### Education & Experience

- Pursuing a university degree in relevant area (International Development, Global Health, etc.)

### Work Environment

- The applicant will work remotely following the organization's standard working hours.
- This position may require extended periods of standing, sitting, as well as some repetitive movements
- Reasonable accommodations may be made to enable individuals with disabilities to perform the key components and primary responsibilities

### Eligibility Criteria:

As the funding for this position comes from Service Canada's 2022 Canada Summer Jobs program, applicants MUST meet the following specific criteria.

- (a) is between 15 and 30 years of age (inclusive) at the beginning of the employment period;
- (b) is a Canadian Citizen, OR permanent resident, OR person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*; and
- (c) have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

\*International students are not eligible. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Amref Health Africa in Canada is an equal opportunity employer. Recruitment and selection procedures reflect this commitment. Amref Health Africa in Canada is committed to diversity in the workforce and individuals from all disadvantaged groups are encouraged to apply.

We thank all applicants in advance, however **only those selected for an interview will be contacted.**