

Program Support Intern at Deloitte Consulting

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Location: Kenya

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Job Description

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What impact will you make?

At Deloitte we have a clear purpose, to make an impact that matters to our clients, our colleagues and our communities while you thrive in a dynamic culture of inclusion, collaboration and high performance. From professional development to leadership opportunities and career advancement, we empower our people to be their very best – because that's how you make an impact.

About USAID Tujenge Jamii Project

The USAID Tujenge Jamii project is a five-year USAID funded service delivery project, providing HIV care and treatment, family planning/reproductive, maternal, newborn, child, and adolescent health (FP/RMNCAH), nutrition, and water, sanitation, and hygiene (WASH) services. The project is focused on increasing the use of county-led health and social services in four counties in Kenya, namely Baringo, Laikipia, Samburu and Nakuru.

Program Objectives:

Increased access and demand for quality HIV prevention services.

Increased access and demand for quality HIV treatment services.

Increased access and demand for quality FP/RMNCAH, nutrition, and WASH services.

Strengthened capacity of county health systems, local partners, and communities to deliver quality health services.

Main purpose of the job

The Program Support Interns will provide assistance to the Technical Officers in implementation of the HIV program. They will also support in finance documentation and coordination of the project joint work plan activities at county, sub county and facility levels. The role holder will track delivery on work plan activities, ensure funds are disbursed timely as well as support timely submission of returns. The positions will be based in our Nakuru office.

Responsibilities

Assist the Technical Officers in preparation of program advances.

Assist in consolidating of approved activities and preparing forwarding the consolidated advance request to the finance team.

Follow up on status of advances from the finance team.

Support timely implementation of activities as guided by the Technical Officers.

Assist in registration of meeting participants.

Support administrative activities including filing and printing.

Follow up with staff and Ministry of Health teams on due advances for accounting.

Help collect returns for liquidation of advances in a timely manner.

Any other responsibilities as guided by the supervisor.

Qualifications

Bachelor's Degree in business administration, Finance, IT, Health Sciences or related field.

Minimum KCSE overall grade of B+, with a B+ in Mathematics and English.

Good understanding of finance records reconciliations.

A high degree of self-motivation, positive attitude, drive, and the ability to contribute to a multi-cultural, team-based work environment.

Additional Information

Behavioural competencies

Excellent communication skills, both written and verbal.

Good interpersonal and relationship building skills.

Good Leadership, supervisory and influencing skills.

Strong client delivery focus.

Adaptable, managing change and ambiguity with ease.

Focus on quality and risk.

Problem solving ability.

Good business acumen.

Diligent and quick learner

Proactive and has the ability to assess a situation and independently take action to address it.

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