

## INTERNSHIP OPPORTUNITY

### OPERATIONS INTERN- 1 POSITION

#### ABOUT THE AFRICA PUBLIC HEALTH FOUNDATION

The [Africa Public Health Foundation](http://www.aphf.africa) (APHF), an independent charitable grant-making Foundation, was established in September 2019 to serve as the partnership platform for the Africa Centres for Disease Control and Prevention (Africa CDC). APHF facilitates resource mobilization and public-private cooperation to fast-track delivery of Africa CDC's strategic goals and strengthen health security across the continent. The forming of APHF was crucial even before COVID-19 hit as the Africa CDC worked to implement a strategy for building long-term public health system resilience across Africa. The pandemic made it even more time-sensitive and critical.

APHF and Africa CDC work side by side to ensure funds are managed with transparency and accountability. The establishment of APHF marked a step-change in the way that partners can collaborate for Africa CDC and leverage their support. Working together on collective funding opportunities while also ensuring that funds are re-invested in resource mobilisation and advocacy means that partners have a dedicated platform from which to launch ambitious initiatives in support of Africa CDC.

#### LOCATION/ WORK ENVIRONMENT

**This will be a full-time position based in Nairobi, Kenya**

As part of our dedication to equal employment opportunity and the diversity of our staff, APHF does not discriminate based on race, colour, national origin, ethnicity, gender, disability, sexual orientation, gender identity, religion, or any other basis.

#### REPORTING LINE

The Operations Intern shall report to the Finance and Administration Officer

#### ROLE INTERNSHIP DURATION:

**Six (6) Months**

#### ROLE SUMMARY

The Operations Intern will aid the organization's operations team, with the lead/supervisor detailing the role's outcomes and tasks to align with broader operational goals of APHF. Interns will receive guidance and training to enhance operational processes and contribute effectively to the team's success.

#### ROLES AND RESPONSIBILITIES

The successful candidate shall be required to perform the following duties and responsibilities;

- Assist in day-to-day administrative tasks within the operations team.
- Support in maintaining and organizing office records, documents, and databases.
- Assist in scheduling and coordinating meetings, events, and appointments.
- Aid in drafting and formatting documents, reports, and presentations.

- Assist in financial management tasks such as budget tracking and expense reporting.
- Any other assignments as may be assigned

#### DO YOU MEET THE MINIMUM REQUIREMENTS?

- Currently enrolled in university at the Final year of his/her undergraduate studies in Business related field or have graduated from such studies within 1-3 years before the date of the application of the internship program in Bachelor of Commerce, Accounting, Economics, or Financial Management or a related field. A professional qualification such as CPA, CA, ACCA, CIMA, CIA, etc., will be an added advantage
- Proficiency in Microsoft Office Suite.
- Excellent communication and interpersonal skills
- Basic knowledge of financial principles, accounting practices, and financial statements.
- Proficiency in Microsoft Excel, including the ability to perform data entry, create basic formulas, and analyze data.
- Familiarity with accounting software (e.g., QuickBooks, SAP, Oracle) is a plus but not always required.
- Analytical Skills:
- Ability to analyze financial data and generate reports.
- Strong attention to detail and accuracy in financial tasks.

#### HOW TO APPLY

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to [recruitment@aphf.africa](mailto:recruitment@aphf.africa) by **26 January 2026** at **5:00pm** Please make sure to include **"FIRST NAME LAST NAME – OPERATIONS INTERN"** as the subject line; applications that do not include this will be automatically disqualified.

Please note that only shortlisted candidates will be contacted for assessment.

*Duly note that APHF does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment.*