



<b>1. IDENTIFICATION</b>	
<b>JOB TITLE</b>	<b>HR Administration Intern</b>
<b>DIRECTORATE/UNIT</b>	<b>Human Resources Department</b>
<b>PHYSICAL LOCATION</b>	<b>Amref Health Africa, Corporate and Kenya, Nairobi</b>
<b>PERIOD</b>	<b>6 months</b>

**JOB PURPOSE:**

To assist in administrative HR activities, delivering efficient service and support.

**KEY RESPONSIBILITIES:**

**1. HR Records & Information Management**

- Ensure quality and integrity of HR filing system by keeping all HR records, information and files clearly labelled, organised and confidential
- Maintain staff personal files and ensure that all files have up to date information
- Capture and update employee personal information data accurately and timeously
- Produce HR data and reports as required and within set deadlines

**2. Recruitment & Selection**

- Arrange for and coordinate interviews (date of interviews, calling short-listed applicants), support in administering tests and/or taking part in the interviews where necessary and ensuring all pre-employment documentation is in place.
- Ensure records of all recruitment and selection processes of employees and consultants are correctly filed

**3. General HR Support Services**

- Draft employment contracts, terms and conditions of employment or terms of reference, job profiles for employees and consultants, and draft requested letters in line with changes to employee terms and conditions of employment and travel
- Support line management in the development and implementation of induction and orientation of both new and existing employees, ensuring that all relevant policy documents and forms are made available
- Contribute towards the country programme weekly progress updates.
- Respond to general staff queries and advise them on Amref's HR policies and procedures and local legislative requirements, seeking advice from and referring more complex issues to the Human Resources Team.

**MINIMUM QUALIFICATIONS REQUIRED:**

Degree in Human Resources. Advanced Diploma or Diploma in Human Resource Management will be an added advantage. Member of IHRM.

## **SKILLS AND COMPETENCE**

- Effective communication and interpersonal skills and ability to work effectively with others and to support others
- Ability to draft standard and clear written communication, such as letters, memorandums and reports
- Able to work accurately with attention to detail.
- Ability to respond to a variety of questions relating to the job.
- Good computer skills, including Word, Excel, PowerPoint and Outlook.
- Effective use of technology and department procedures to assist in achievement of objectives.
- Spots errors and mistakes in own work.
- Fluency in spoken and written English
- Deliver and track documentation/ letters as well as personal files
- Ability and willingness to travel if required