



HUMAN RESOURCES DIRECTORATE

JOB DESCRIPTION

1. Identification

1.1	Job Title	Human Resources Intern
	Reporting to	Human Resource Assistant
1.2	Department/Program/Project	Human Resources – Shared Services Centre
1.3	Physical Location	Nairobi - Kenya

2. JOB PURPOSE

To assist in administrative HR activities, delivering efficient service and support in administrative duties including maintaining staff records, managing HR documents (e.g. employment records and interview reports) and updating internal databases.

3. REPORTING RELATIONSHIPS

4. SCOPE OF JOB

4.1 Personnel

Personnel reporting to the Job Holder	Reporting directly or through
None	None

4.2 Other resources under your responsibility

- Laptop
- Files – Contracts, agreements, official correspondence and personnel files.
- Office stationery and supplies

5. KEY RESPONSIBILITIES:

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
- Maintain tracking record of file movements
- Closing of files for former staff
- Archiving of HR documentation/files
- Document management (sorting in HR folder)
- Conduct a file audit and work with HR to update missing information/documentation
- Retrieve employee files and furnish information as requested

Recruitment & Selection

- Ensure records of all recruitment and selection processes of employees and consultants are correctly filed
- Filing of recruitment documents in the recruitment master file.
- Support in reviewing applications and planning for interviews when assigned.

General HR Support Services

- Draft employment contracts, 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

6. Any other tasks (e.g. sitting in various committees)

As directed by the supervisor

7. REQUIRED QUALIFICATIONS

7.1 Education

- Bachelor's Degree in HRM / Social Sciences or other related field
- Diploma in Human Resources Management is an added advantage
- Member of IHRM

7.2 Skills

- Detailed understanding, knowledge and experience of General Officer and HR functions;
- Basic counselling skills;
- Problem solving skills;
- Team building skills; and
- Analytical skills
- Critical thinking
- Service orientation

7.4 Competencies

- Ability to maintain confidentiality
- Effective communication and interpersonal skills and ability to work effectively with others
- Able to work accurately with attention to detail
- Good computer skills, including Word, Excel, PowerPoint and Outlook

- Effective use of technology and department procedures to assist in achievement of objectives
- Fluency in spoken and written English
- Deliver and track documentation/ letters as well as personal files

To apply: Follow guidelines provided on <https://amref.org/volunteering-and-internships/#gsc.tab=0>. Send your Curriculum Vitae and Cover Letter to email provided by 6 November, 2020. Please include the name of the internship vacancy in the subject line.

Duly note that Amref Health Africa does not require applicants to pay any fee at whatever stage of the recruitment and selection process. Amref Health Africa is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Amref is an equal opportunity employer and has a non-smoking environment policy.