



JOB OPPORTUNITY

Amref Health Africa is an international African organization founded in Kenya in 1957. Our Headquarters are in Nairobi with major programs in Ethiopia, Kenya, South Sudan, Tanzania and Uganda, and two regional hubs in Southern and Western Africa based in South Africa and Senegal Respectively. Working with and through African communities, health systems and governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is committed to improving the health of people in Africa by partnering with and empowering communities. Our Vision is **Lasting Health Change in Africa**. Amref Health Africa in Uganda is seeking to hire **Qualified, Competent, and Vibrant Ugandan Nationals** to fill the following position

Position: **Graduate Intern**

Department: **Human Resource and Administration**

Reports to: **Human Resource & Administration Assistant**

PURPOSE

The Graduate Intern will assist in administrative and 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.

1. REPORTING RELATIONSHIPS

The intern will report to the Human Resource & Administration Assistant

2. SCOPE OF JOB

2.1 Personnel

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

2.2 Other resources under your responsibility

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

3. KEY RESPONSIBILITIES:

3.1 HR Records & Information Management

- Ensure quality and integrity of HR filing system by keeping all HR records, information and files clearly labelled, organized 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

3.2 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.
- Regular update of all new interns in the master database

3.3 General HR Support Services

- Assist in drafting employment contracts, job profiles, letters and any other documents as directed
- Support in induction and orientation of both new and existing employees, ensuring that all relevant policy documents and forms are made available
- Supporting in updating of all the monthly induction and orientations of new employees in the master tracker
- HELB billing schedule follow up for all the new employees.

4. ANY OTHER TASKS

As directed by the supervisor

5. REQUIRED QUALIFICATIONS

5.1 Education

- Bachelor's Degree in HRM, Social Sciences, Industrial Psychology or other related field
- Higher Diploma in Human Resources Management is an added advantage
- Member of HRMAU

5.2 Skills

- Understanding of general HR functions;
- Problem solving skills;
- Analytical skills
- Critical thinking
- Service orientation

5.3 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 employee file.

Application Procedure:

*Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. **The closing date for submitting applications will be Monday February 19, 2024.***

Only short-listed candidates will be contacted. Amref Health Africa is committed to the principles of safeguarding at the workplace and does not tolerate any form of abuse, discrimination or harassment.

Note that Amref Health Africa 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.

Amref Health Africa is an equal opportunity and has a non-smoking environment policy.

