



<b>JOB TITLE</b>	<b>HUMAN RESOURCE INTERN</b>
<b>DIRECTORATE/UNIT</b>	<b>HUMAN RESOURCES - SHARED SERVICES CENTRE</b>
<b>PHYSICAL LOCATION</b>	<b>AMREF HEALTH AFRICA, NAIROBI-KENYA</b>
<b>PERIOD</b>	<b>6 MONTHS</b>

## **JOB PURPOSE**

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

## **REPORTING RELATIONSHIP**

This role will report to the Human Resource Assistant

## **KEY RESPONSIBILITIES**

### **1.0 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

### **1.1 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

## **1.2 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 and ensuring easy access of system for all new joiners and transitions
- Supporting in updating of all the monthly induction and orientations of new employees in the master tracker
- Updating all new joiner's database
- HELB billing schedule follow up for all the new employees.

## **1.3 ANY OTHER TASKS**

- As directed by the supervisor

## **REQUIRED QUALIFICATIONS**

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

### **Skills**

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

### **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
- Ability to work under pressure and minimum supervision
- 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 files