



IDENTIFICATION	
Job Title	Human resources Intern
Reporting to	HR Officer
Department / Unit	Human Resources Department
Duration of Contract	6 months
Duty Station	Dakar, Senegal

1. ABOUT AMREF HEALTH AFRICA

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization; currently implementing more than 180 programmes, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyse and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

1. JOB PURPOSE

Reporting to the Human Resources Officer, the role will provide administrative support to the HR department. S/he will be responsible for ensuing delivery of efficient and effective HR service and support as required.

2. KEY RESPONSIBILITIES:

HR Records & Information Management

- Maintain an efficient and effective filing system for HR documents.
- Management of staff files by ensuring that all staff documents are up to date.
- Organize HR fileserver and manage the archiving of HR documents as per Amref policy.
- Support in coordinating staff inductions.
- Support in employee off boarding process and prepare reports on the same.

Recruitment

- Screening resumes and application forms.
- Support in coordination of recruitments by phone screening applicants, scheduling and preparing interviews documents.
- Organizing or conducting reference checks.
- Preparing regular reports on ongoing recruitment activities.
- Preparation of integration documents.
- Update our internal databases with new employee information, including contact details and employment forms.

HR Policies Administration

Review and distribute company policies in digital formats or hard copies as appropriate.

Implement HR policies and procedures.

3. REQUIRED QUALIFICATIONS

3.1 Education

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

3.2 Experience

- Minimum of 2 years' experience working in a similar role.
- Experience working in an International NGO will be an added advantage.
- Experience working in a busy HR office environment is required.

3.3 Skills

- Proficiency in ICT including knowledge HRIS systems.
- Detailed understanding, knowledge and experience of HR function.
- Problem solving skills.
- Team building skills.
- Excellent interpersonal skills.
- Analytical skills.
- Customer service orientation.

7.4 Competencies

- Knowledge of basic HR principles.
- knowledge of labor legislation.
- Ability to maintain high levels of confidentiality.
- Effective communication and interpersonal skills and ability to work effectively with others.
- Able to work accurately with attention to detail.
- Effective use of technology and department procedures to assist in achievement of objectives.
- Fluency in spoken and written English.

How to apply:

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. Closing date will be 31 August 2024. Only shortlisted candidates will be contacted.

Duly 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. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.