# Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Human Resources intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cluster:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Salary:</td>
<td>USD 1200 pm stipend</td>
</tr>
<tr>
<td>Location:</td>
<td>Working remotely</td>
</tr>
<tr>
<td>Reports to:</td>
<td>HR Officer</td>
</tr>
<tr>
<td>Direct Reports:</td>
<td>n/a</td>
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</tbody>
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## Job Role

### Role Overview:
Under the overall guidance of the Head of People and the HR Officer, the HR Intern will be responsible for providing day to day administrative support to the human resource team. This will include, but not be limited to recruitment and selection, and general administration.

The role would suit a young HR graduate at the beginning of their career, with strong digital/computer skills. The person will have a strong commitment to civil society, human rights, diversity, transparency, and equality.

<table>
<thead>
<tr>
<th>Areas of Responsibilities</th>
<th>Key Activities</th>
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<tbody>
<tr>
<td>Recruitment administrative support</td>
<td>• Publishing job descriptions and adverts on the various recruitment platforms&lt;br&gt;• Ensuring all approvals are received and filed for auditing purposes&lt;br&gt;• Screening of applications and CV’s according to the requirements provided for the role&lt;br&gt;• Supervising the HR jobs email&lt;br&gt;• Support HR Officer in corresponding to applicants&lt;br&gt;• Support HR Officer in scheduling interviews&lt;br&gt;• Communicating vacancies to organization&lt;br&gt;• Update recruitment tracker</td>
</tr>
<tr>
<td>Human Resource Systems Management</td>
<td>• Assist in capturing data on the ESS (new starters, changes, and leavers) and staff queries related to the system are timeously responded to.&lt;br&gt;• Assist HR Officer in saving all necessary documents needed for monthly payrolls.</td>
</tr>
</tbody>
</table>
# Job Description

| General Administration | ● Assisting in preparation for annual audit- ensuring all records are updated, filed correctly, and are easily accessible.  
|                         | ● Updating of monthly organogram and sharing on Sharepoint  
|                         | ● Minute-taking when required  
|                         | ● Assisting in sending US General Payslips to staff monthly  
|                         | ● Assist HR Officer with UIF Filing  
|                         | ● Assisting in upload Invoices for payments  
| Other                   | ● The role holder will from time to time be required to carry out any other duties that are within the scope of the job.  
|                         | ● All staff will demonstrate Civicus values and principles in all their professional relationships and any interactions that may reflect on Civicus  

## Person Specification

| Education, Language & Qualifications | ● Background (degree or experience) in Human Resources.  
|                                     | ● Recruitment background (degree or experience) desirable.  
|                                     | ● Excellent written and spoken English.  

| Essential Knowledge, skills and Experience | ● Computer literacy: MS Office applications and the internet  
|                                            | ● Good people skills;  
|                                            | ● Excellent written and verbal communication skills.  

| Desirable Knowledge, skills and Experience | ● Deadline driven;  
|                                            | ● Efficiency and organisational ability;  
|                                            | ● Ability to manage multiple projects/deadlines simultaneously;  
|                                            | ● Exceptionally high level of attention to detail;  
|                                            | ● General computer proficiency;  
|                                            | ● High level of confidentiality.  