

Job Description



Job Title:	Human Resources Intern (Full-Time)		
Cluster:	Human Resources		
Salary:	USD 1,200 per month (stipend)	Contract Type:	6 Months Fixed Term
Location:	Working remotely		
Reports to:	HR Officer		
Direct Reports:	None		
Job Role			
Role Overview:	<p>Under the overall guidance of 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.</p> <p>This role would suit a recent 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.</p>		
Areas of Responsibilities	Key Activities		
Recruitment administrative support	<ul style="list-style-type: none">● Publish job descriptions and adverts on the various recruitment platforms● Ensure all approvals are received and filed for auditing purposes● Screen applications and CVs according to the requirements provided for the role● Support HR Officer in corresponding with applicants● Support HR Officer in scheduling interviews● Communicate Job vacancies internally● Update and maintain the recruitment tracker		
Human Resource Systems Management	<ul style="list-style-type: none">● Assist in capturing data on the ESS (new starters, changes, and leavers) and staff queries related to the system are timeously responded to.● Support the HR Officer in saving all documentation necessary for monthly payroll processing.		

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General Administration	<ul style="list-style-type: none"> • Assist in preparation for annual audits by ensuring records are accurate, up to date, and properly filed. Update the monthly organogram and upload to SharePoint • Take meeting minutes when required • Assist in sending US General Payslips to staff monthly • Assist HR Officer with UIF Filing • Support in uploading Invoices for payment processing
Other	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Degree or equivalent experience in Human Resources Recruitment background is a Plus. • Fluent in written and spoken English.
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Proficiency in MS Office and internet applications • Strong interpersonal skills. • Excellent written and verbal communication skills.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> • Highly organized and deadline-driven.; • Ability to manage multiple tasks and projects simultaneously; • Exceptionally high level of attention to detail; • High level of confidentiality.