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## Internship Position Announcement

## Position: Intern

## Program: Human Resources

## Reports to: Human Resource Manager; depending on the activities, the Intern will closely work and report progresses to Talent Acquisition and Development Lead and Human Resource Officers.

## Duration of internship: Six months

## Location: Country Office, Addis Ababa

## Total Number of Interns Needed; One (1)

## Purpose

## Human Resource unit is looking for a self-motivated graduate to be engaged on internship particularly focused on human resource functions. The intern will actively engage on ensuring meaningful HR service support, mentored on Human Resource operations.

## Key responsibilities:

* Support on finalization of Pension form documentation and follow up with internal staff in document clearing
* Clerical Support on planned trainings: Transformational Leadership, staff retreats on administrative and clerical arrangements by linking with HR team, regions, and participants. Support in conducting and follow up of pre-&-post training evaluation, and summarization of report.
* Support of mandatory online trainings completion follow up and compile completion certification for individual existing and new joiner staff so that the certification is documented in personnel file and EDMS. The trainings include Personal Safety and Security Training on disaster ready, safeguarding, etc.
* Support on HR record management routines, including scanning and filling in personnel files;
* Perform other activities as instructed

**Qualifications and Competencies:**

* Bachelor’s degree from an accredited college or university in Human Resource Management, or any other business-related field of study
* Volunteering experience in Youth leadership
* Zero years of work experience
* Fluency in English language
* Good communication and interpersonal skills
* Strong analytical, report writing, problem solving and networking skills
* Details oriented and committed for results

**Female candidates are strongly encouraged to apply.**