

**CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: Human Resource Intern

DEPARTMENT/PROJECT: Human Resources

SUPERVISOR: Human Resource Officer

DUTY STATION: Nairobi

DATE OF EMPLOYMENT:

GRADE:

JOB SCORE

1: JOB SUMMARY

Reporting to the Human Resource Manager, the Human Resource Intern is responsible for management of the filing system and ensuring that all personnel files have updated employee documents in their files in line with the organization's policies while providing administrative support to the human resource office.

II: RESPONSIBILITIES AND TASKS

R1: Employee Records

- 1.1 Open new personal files for each new staff.
- 1.2 Ensure that all personnel files have all documents as per the checklist.
- 1.3 Organize the employee personnel files into sections for easy retrieval of documents.
- 1.4 Ensure HR cabinets are lockable and are safe to keep HR personal files.
- 1.5 Ensure proper office records are maintained.
- 1.6 File all documents in the HR office in the relevant files.
- 1.7 Organize the filing system by ensuring that all files are labeled, and old files are archived as per the CARE Kenya archiving policy.

R2: Assist in Coordination Recruitment & Selection processes

- 2.1 Develop interview longlist summaries and share with the respective HR focal points for verification.
- 2.2 Assist the HR focal point in booking interview venues, preparing interview schedules and invite candidates after confirming set interview dates.
- 2.3 Offer administrative assistance to the HRO or DHRM in setting up interviews including invigilation of written or practical interview tests.
- 2.4 Assist in orientation by introducing new employees to other staff (meet the people tour) and orient them to the CARE Kenya office layout.
- 2.5 Making requisitions and follow ups for staff identity cards for staff (both new and existing staff)

R3: Office Administration

- 3.1 Prepare purchase requisitions in consultation with the HR focal point.
- 3.2 Responsible for the receipt of stationeries and control of the same for the HR unit.
- 3.3 Handle/manage all incoming and outgoing mails for HR office.

R4: Database Management

- 4.1 Prepare and update monthly staff contact lists ensuring new staff are added while separating staff are deleted from the list, sharing the list with the security for updating the SMS blaster.

R5: Medical Cover focal point

- 5.1 Create database on status reports on staff medical cards.
- 5.2 Follow up with Medical Cover insurer to ensure staff and their dependents receive their medical cards.
- 5.3 Maintain records of medical claims forms and receipts submitted to HR, forward and follow up with the insurer for reimbursements where applicable.
- 5.4 Give feedback to employees on the status of their medical claims.
- 5.5 Follow up on staff medical evacuation cards

R6: Expatriate Staff Matters

- 6.1 Making applications and follow ups on Permits & Passes for International staff.
- 6.2 Maintaining records of expatriate staff permits/passes with keen interest on expiry dates

III: AUTHORITY:

Spending Authority: N/A

Supervision: N/A

Decision Making: makes normal decisions within prescribed standards.

IV: CONTACTS/ KEY RELATIONSHIPS:

External: Former CARE Staff, Immigration offices, NGO Board and Labour offices, Health insurance Provider, CARE Visitors.

Internal: CARE staff

V: WORKING CONDITIONS

- Nairobi based with 25% field travel to sub offices around Kenya.

VI: QUALIFICATIONS & EXPERIENCE

Education: Higher diploma in Human Resource (preferably from IHRM institute).
A bachelor's degree in HR Management will be an added advantage

Experience: Three years' work experience in a busy work environment

Certificate: IHRM certification

Competencies:

- Demonstrated proficiency in using Microsoft office suite
- Proven ability to organize, prioritize and complete work under tight deadlines.
- Must be highly organized
- Good inter-personal skills; possess the ability to interact with all levels of staff as well as both internal and external clients.
- Ability to work effectively with diverse groups and establish and maintain collaborative relationships with project partners and staff.
- Analytical skills and problem solving skills

Employee Signature _____ Date _____

Supervisor's Name & Signature _____ Date _____