



## **INTERNSHIP OPPORTUNITY**

### **INTERNSHIP DESCRIPTION**

Paid Internship: Human Resource Administrative Assistant

Department: Finance and Administration

Reporting to: Finance and Administration Officer

Duty Station: CEJAD Office in Nairobi at Ngong Hills Hotel, 3<sup>rd</sup> Floor of the Business Centre, Office Suite 304

Contract duration: 6 months

Start date: As soon as possible

Workload: 40 hours Per Week

### **SUMMARY**

We are seeking an HR Administrative Assistant Intern to support various personnel-related administrative tasks. This role requires exceptional organizational skills. If you are passionate about HR policies and procedures and are eager to contribute to fostering a supportive and dynamic workplace, we encourage you to apply. The primary purpose of this role is to assist with HR-related tasks and responsibilities at CEJAD.

### **DUTIES /RESPONSIBILITIES**

The HR Administrative Assistant Intern will support the Human Resources department with a variety of tasks, including but not limited to:

1. Personnel file management: Maintain accurate and up-to-date staff personal files in compliance with CEJAD HR policies and applicable Kenyan labor laws.
2. HR filing system integrity: Keeping all employee files organized, clearly labeled, and securely stored.
3. Employee data management: Accurately capture and update employee personal information, including leave management, absence records, medical claims, and other staff welfare-related records.
4. Payroll administration support: Assist in payroll processes, including the timely submission of statutory deductions in accordance with Kenyan labor laws.
5. Contract and documentation preparation: Support the drafting of employment contracts, terms and conditions of employment, job profiles, and other necessary documentation for employees and consultants. Prepare requested letters reflecting changes to employee terms and conditions.
6. Employment law compliance: Assist in the interpretation and advice on Kenyan employment laws to ensure organizational compliance.

7. Performance management: Follow up on completed performance reviews and development plans, updating performance management records accordingly.
8. Policy implementation and management: Assist in the development, review, and implementation of organizational HR policies. Support internal and external contract management and address HR-related matters concerning staff.
9. Other duties: Undertake any additional responsibilities assigned by the Executive Director or the Finance and Administration Manager as may be required from time to time.

### **MINIMUM REQUIREMENTS**

1. Academic qualification: At least a Bachelors Degree in Human Resource Management or any relevant field
2. Organizational skills: Ability to manage multiple tasks, prioritize responsibilities, and maintain detailed and accurate records.
3. Interpersonal skills: Ability to build positive relationships with employees and other stakeholders, demonstrating empathy and professionalism.
4. Knowledge of employment Law: Understanding of Kenyan labor laws and regulations to ensure compliance in HR processes and policies.
5. Analytical and problem-solving skills: Capability to assess HR-related issues and recommend practical solutions aligned with organizational policies and legal requirements.
6. Familiarity with HR management systems and tools, as well as proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
7. Teamwork: Ability to work effectively within a team while also demonstrating self-motivation for independent tasks.

This role offers an excellent opportunity to gain practical experience in human resources while contributing to CEJAD's mission.

### **APPLICATION PROCEDURE**

If you possess the above academic qualifications and competencies and motivated to contribute to this role, please submit a one-page motivation letter, a CV (no more than three pages), and the contact details of three referees. In your motivation letter, kindly include your expected monthly stipend in Kenyan Shillings. Send your application via email to the Executive Director at [info@cejadkenya.org](mailto:info@cejadkenya.org) **no later than December 3<sup>rd</sup>, 2024.**