

**JOB DESCRIPTION**

**Job Title: Human Resource Intern**

**Location: Abuja, Nigeria**

**Reporting to: Human Resources Advisor**

**Duration: 1 year**

**Summary**

The **Intern** positionis an opportunity offered by ActionAid Nigeria (AAN) for young graduates to earn a post NYSC experience. It is therefore both a learning and value-adding relationship between interns and AAN. The intern is expected to take advantage of the space offered for experience gathering, self-development, while providing quality service to ActionAid Nigeria.

**Job Purpose**

The Human Resource Intern will support the Human Resource Unit and be responsible for staff digitalisation process, managing physical documentation, filing systems, and the digital HR database. S/he will also support the coordination of staff welfare, insurance, and wellness initiatives, ensuring effective HR administration and employee engagement.

**Specific Responsibilities:**

* Support the administration of staff benefits and wellness programmes, such as Health insurance (HMO,) staff insurance, and pensions.
* Manage the digitalisation and archiving of staff essential documents and records into the digital HR information system and cloud storage platform.
* Assist in maintaining HR database, updating employee information, and supporting HR analytics and reporting.
* Support in planning and logistics for staff engagement and well-being activities (e.g., health talks, team bonding, etc.).
* Maintain and update employee records in personnel files (both electronic and hard copies).
* Provide logistical support for meetings, recruitment activities, trainings, and workshops.
* Support recruitment and employee onboarding process
* Perform other duties as assigned by the Line Manager and Head of Unit.

**Key Working Relationships:**

**Internal:** Entire staff

**External:** Service providers, Partners and other stakeholders.

**Persons Specifications**

|  |  |  |
| --- | --- | --- |
| **Attributes/Skills** | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | * First Degree in Business Administration/Management Sciences/Social Sciences or any relevant field. | * Membership of CIPMN or other relevant professional Institute |
| **Experience** | * Relevant NYSC experience in the related fields is essential. * Minimum of 1-year experience preferably in the INGO/NGO sector | * Office administration experience * Experience working with international development of NGO agencies. * Experience supporting office payments * Experience managing staff welfare |
| **Skills/ Abilities** | * Excellent working knowledge of Excel, Word & Outlook (MS Office in general) & experience in handling cash. * Excellent reporting, documentation and record keeping skills. * Strong communication and writing skills * Excellent Interpersonal and multitasking skills. * Excellent planning and prioritization skills. * Strong analytical/problem solving skills * Tech Savy |  |
| **Personal Qualities** | * High attention to details and agile. * Team player * Ability to maintain high level of confidentiality. * Must have high respect for professional, personal integrity and ethics * Creative and takes initiative. * Able to work effectively in a diverse team environment * Willing to work additional hours at crucial times * Effectively promote the AAN’s mission, values and objectives. |  |

**Signed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Human Resource Intern**

**Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Human Resources Advisor**