**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**

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| **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
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| **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
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| **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
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| **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.
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**Signed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Human Resource Intern**

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

**Human Resources Advisor**