

Job Title: Human Resources (HR) Intern

Location: Kigali, Rwanda

Job Type: Internship

Duration: 6 months

Job Description:

We are seeking a dynamic and detail-oriented HR Intern to join our team. This internship offers a unique opportunity to gain hands-on experience in various HR functions and contribute to our efforts in building a positive workplace culture.

Responsibilities:

Recruitment and Onboarding:

- Assist in posting job openings on various platforms (company website, job boards, social media).
- Help screen resumes and conduct initial phone interviews.
- Coordinate interview schedules and assist in the onboarding process of new hires.

Employee Relations:

Support the planning and execution of employee engagement activities and events.
Assist in addressing employee inquiries and concerns in a timely manner.

HR Administration:

- Maintain and update employee records and HR databases.
- Assist in preparing HR documents such as employment contracts and onboarding materials.
- Ensure compliance with company policies and employment laws.

Learning and Development:

- Help coordinate training sessions and workshops.
- Track employee participation in training and development programs.

Performance Management:

- Assist in the administration of performance review processes.
- Support the collection and analysis of employee feedback.

Qualifications:

- Degree in Human Resources, Business Administration, or a related field.

- Strong interest in developing a career in Human Resources.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to handle confidential information responsibly.
- A proactive attitude and willingness to learn.
- Previous internship or work experience in HR is a plus, but not required.

Benefits:

- Gain practical experience in various HR functions.
- Receive mentorship from experienced HR professionals.
- Work in a dynamic and inclusive work environment.
- Network with professionals across the company.
- Potential for full-time employment upon successful completion of the internship, based on performance and business needs.

How to Apply:

Interested candidates should submit their resume and a cover letter explaining their interest in the HR Internship to <https://my.talentmatch.rw/mydashboard/Internships/> .

Application Deadline: 7th, June 2024