



Job Title: HR Intern

Location: Kigali, Rwanda

Job Type: Internship

Duration: 3-6 month

Job Description:

The desired candidate for our team must be someone who combines motivation with attention to details to become part of our organization. The position enables graduates to build practical experience since it allows work across various HR functions while building up a positive supportive work environment. The intern performs duties for recruitment processes and supports employees while handling HR administrative work.

Key Responsibilities:

Recruitment & Onboarding:

- Assist the organization in posting job opening announcements while performing application evaluations.
- Schedule the interview dates alongside candidate communication responsibilities for recruitment purposes.
- Assists with welcoming new staff members and develops training resources and materials for their integration process.

Employee Engagement & Development:

- Support the planning of training programs and staff development sessions.
- Assists in developing initiatives that boost employee motivation as well as teamwork abilities.

HR Administration:

- Should maintain active employee records while updating all HR databases.
- Support in creating documents relating to human resources together with contract preparations.
- Assists in processing payroll documents while ensuring accuracy and compliance

Performance Management:

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

Qualifications:

- Degree in Human Resource, Business Administration, or a related field.
- Strong interest in building a career in Human Resources.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to manage confidential information with professionalism.
- Proactive mindset with a willingness to learn and adapt.
- Previous internship or work experience in HR is an advantage but not mandatory.

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:

Apply here: <https://my.talentmatch.rw/mydashboard/Internships/>