

Position: Human Resources Intern

Duration: 6 Months

Company: Spiro

Location: Kigali

About Spiro

Spiro is Africa's leading electric mobility company, dedicated to transforming transportation through clean, innovative, and accessible energy solutions. With over 22,000 electric bikes across seven countries and more than 20 million battery swaps completed, we are committed to reducing carbon emissions, enhancing urban mobility, and creating green job opportunities. Our work goes beyond transport, and we're building a sustainable energy ecosystem to power Africa's future.

About the Role

We are looking for a motivated and detail-oriented Human Resources Intern to join our team for a 6-month internship. This is an excellent opportunity for a recent graduate who is passionate about HR and eager to gain hands-on experience in a dynamic work environment.

As an intern, you will work closely with the HR team and support various HR functions including recruitment, employee relations, onboarding, training coordination, documentation, and day-to-day administrative tasks. This internship is designed to provide valuable exposure to HR operations and the possibility of future employment based on performance and organizational needs.

Key Responsibilities

- Support the recruitment process by drafting job posts, screening CVs, scheduling interviews, and managing candidate communications.
- Assist in onboarding activities, including preparation of offer letters and orientation scheduling.
- Maintain accurate and up-to-date employee records in HR systems.
- Help organize training sessions, staff engagement initiatives, and wellness activities.
- Contribute to internal communications, HR compliance, and policy implementation.
- Provide administrative support on a range of HR tasks as needed.

Requirements

- Hold Bachelor's degree in Human Resource Management at the time of application
- Eagerness to learn, grow, and adapt in a fast-paced environment.
- Excellent communication and interpersonal skills.
- Strong organizational and time-management abilities.
- High level of integrity, confidentiality, and professionalism.
- Comfortable using Microsoft Office (Word, Excel, PowerPoint); familiarity with HR software is a plus.

What We Offer

- A supportive and inclusive team environment.
- Practical exposure to HR processes and best practices.
- Professional development opportunities.
- Possibility of full-time employment based on performance and business needs.