

## Human Resource Intern at RefugePoint

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Location: Kenya

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### Job Description

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Worldwide, there are now over 60 million forcibly displaced people – the highest number ever recorded. Of those, approximately 20.2 million are refugees who have fled their home countries as a result of conflict and violent persecution. Of the 20.2 million, over 11 million have been refugees for more than 5 years and some as long as 60. The average length of refugee exile today is 17 years, a time-span that has increased over the past two decades due to the intractability of many conflicts. In Sub-Saharan Africa, where RefugePoint focuses its efforts, there are more than 3 million refugees fleeing violence and persecution in the Congo, Somalia, Ethiopia, Sudan, and other countries experiencing conflict and instability. The most vulnerable refugees include, among others, women at risk, survivors of torture, and orphans and other minors separated from their families. Without long-term solutions, these refugees will remain in desperate situations for decades, living in overcrowded refugees camps and urban areas, unable to rebuild their lives in dignity and peace. Founded in , RefugePoint's mission is to provide lasting solutions for the world's most vulnerable refugees. We address the critical and unmet needs of those who fall through the cracks of humanitarian assistance and have no other options for survival, with a focus on women, children, and urban refugees.

### Position overview

The primary responsibility of the HR intern is to provide general administrative support for the Human Resources department.

## **Key responsibilities:**

### **Assist with various administration roles;**

Including but not limited to supporting on-boarding and off-boarding forms, scheduling of recruiting interviews and off-boarding interviews, requesting reference checks and monitoring the same, and ensuring accurate filing of requisite documents.

Support in preparing the onboarding schedules for new staff.

Leave tracking and reconciliation to ensure the leave trackers are up to date

Help track performance evaluation reports and ensure the department managers and staff have filled them.

Support in coordination of monthly all hands meetings.

Assist in payroll preparation.

Ensure employee record-keeping accuracy and facilitate in sharing monthly employee records with headquarters;

Track monthly anniversaries for staff and send out appreciation emails.

Distribute Employee Handbook, Code of Conduct, Standard Operating Procedures, as well as additional requisite onboarding and/or yearly sign off documents to staff, ensure proper filing and tracking;

Observe and/or participate in recruitment and exit interviews;

Observe and/or participate in wellness check-ins with staff;

Perform miscellaneous clerical tasks such as filing, scanning, data entry;

Other duties as assigned.

## **Requirements**

### **Minimum Requirements:**

CHRP/Diploma in Human Resources Management;

Bachelor's Degree in Human Resource, Business Studies or a related field is an added advantage.

### **Desired Requirements:**

Ability to maintain a high level of confidentiality;

Excellent interpersonal, written and verbal communication skills;

Comfortable working closely with multiple levels in the organization;

Able to excel working independently and in a fast-paced team environment;

Ability to meet challenging deadlines;

Demonstrates exceptional attention to detail and problem solving;

High proficiency with Excel, Word, Adobe.

### **Special Requirements:**

A police clearance certificate.

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