



AFRICAN FORUM AND NETWORK  
ON DEBT AND DEVELOPMENT

## Internship Job Description

### Human Resource & Administration

---

**Position:** HR & Admin Intern

**Reports to:** HR & Administration Officer

#### Role Overview

The HR & Admin Intern will support the HR and Administration department in a variety of functions, including recruitment, employee records management, office administration, procurement, and logistics. The intern will gain practical experience in Human Resources (HR) practices and office management, while also contributing to the smooth functioning of day-to-day operations.

#### Key Responsibilities

- Recruitment Support. Assist with the recruitment process, including job posting, screening resumes, scheduling interviews, and onboarding new employees.
- HR Records Management. Help maintain and organize personnel files, ensuring all employee records are up-to-date and in compliance with organizational policies.
- Employee Relations. Assist in coordinating employee welfare activities and initiatives, such as team-building events and training programs.
- Office Administration. Provide general administrative support, such as organizing office supplies, answering phones, managing office correspondence, and ensuring a well-maintained office environment.
- Procurement. Assist in the procurement process by preparing purchase requests, gathering supplier quotations, and ensuring all procurement activities adhere to organizational policies.
- Logistics and Event Coordination. Support the planning and coordination of internal meetings, events, and workshops, including booking venues, managing supplies, and coordinating travel arrangements.
- Leave Management. Assist in tracking employee leave requests and ensuring the HR system is updated accordingly.
- Onboarding and Induction. Assist in preparing induction materials for new employees and interns, ensuring a smooth onboarding experience.
- Compliance. Support the HR team in ensuring that all processes comply with labour laws and organizational policies.

#### Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Basic understanding of HR functions and office administration.
- Strong interest in HR, administration, and office management.
- Prior experience in office management or HR support is an advantage but not required.

#### Learning Outcomes

- Gain practical experience in HR practices, including recruitment, leave management, and employee relations.
- Learn the basics of office administration, procurement, and logistics.

- Develop skills in organizing and managing personnel records and compliance.
- Build knowledge of event coordination and logistics management.