

## **Human Resource Internship Opportunity at KAM**

The Kenya Association of Manufacturers, the representative organization for manufacturing value - add Industries in Kenya seeks to competitively fill the following internship position:-

**Designation:** HR Intern

**Reporting to:** HR & Administration Manager

**Contract Type:** 6 Months Fixed Contract

**Location:** Nairobi

**Internship Purpose:** To enable the intern gain on-the-job HR and administration skills while supporting the HR team in delivering administrative and HR services at KAM.

### **Duties and Responsibilities:**

The Human Resources Intern will be assigned tasks to support the HR section as follows;

- Support generation of routine reports especially on implementation and tracking of HR processes and practices – Trainings, policy compliance, staff facilitations, leave tracking etc;
- Assist the HR function in basic recruitment processes and related desk work;
- Support the HRM in employees inductions for effective staff placement;
- Support in maintenance of employee information by entering and updating employment and status-changes database as may be assigned;
- Support in coordinating staff engagement / motivation initiatives and welfare activities;
- Assist in maintenance of the HR basic filing system as may be assigned;
- Contribute to team efforts by accomplishing HR and Administration results as required;
- Perform other HR services tasks as may be assigned by supervisor or the CEO.

### **Requirements:**

- Bachelor's degree in HR or a degree in relevant field with a Diploma in HR Management;
- Professional affiliation would be an added advantage;
- Fair knowledge of HR administration processes and best practices is critical;
- Person of integrity and ability to maintain confidentiality;
- Ability to multi-task and get things done to a good conclusion;
- Excellent planning, organizational skills and good reporting skills;
- Excellent Interpersonal skills with passion for staff wellbeing /services
- Ability to learn with keen attention to detail and willingness to learn;

### **How to Apply:**

Interested and qualifying candidates to complete the online application form and submit their CV and Application letter only to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the words "HR Intern" on the email subject line to reach us **not later than January 22, 2021**. Click on Link to apply [here](#): **Only the shortlisted shall be contacted.**