

## Intern for Human Resource

<b>Details of Position</b>	
Title	Intern for Human Resources
Reports to	Head of Human Resources & Development
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Third year student or fresh graduate with an education background in Psychology/Human Resource Management/Social Sciences/Behavioral Sciences</li> <li>• Good ability to understand the detail information</li> <li>• Experience in managing events or trainings.</li> <li>• Proven ability to prioritize a high workload and juggle competing demands.</li> <li>• Ability to quickly adapt to change</li> <li>• Self-starter with the ability to work autonomously as well as in a team</li> </ul>
<b>Core Responsibilities</b>	
<p>The Intern for Human Resource is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring and employee counseling.</p> <p>The position coordinates the administration and to provide information for Head of HR in regard to recruitment process, time sheet management, and other HR related documents.</p>	
<b>Duties</b>	
<ul style="list-style-type: none"> <li>• Provide support to Coordinators and Staff to develop the skills and capabilities of the staff.</li> <li>• Provide support in the implementation of human resources plan and personnel management policies and procedures</li> <li>• Monitor scheduled absences and coordinate actions to ensure the staff absence has been adequately covered off to ensure continuity of services.</li> <li>• Monitor staff performance and attendance activities.</li> <li>• Provide information and assistance to staff, supervisors and Council on human resource and work related issues.</li> <li>• Perform other related duties as required</li> </ul>	