



Role profile

Basic information	
Job title	Human Resource Intern
Department	International
Location	Maiduguri
Reports to	Human Resource Officer
Matrix manager if applicable	
Direct reports	Nil
Overall people management responsibility	Nil
Matrix management responsibility	NA
Budgetary responsibility	NA
Child protection clearance required	Not required
Expected travel per annum	15 – 20 days
On call/unsocial hours	No

Role definition
<p>Role purpose</p> <p>The internship Programme in Christian Aid Nigeria is designed to provide on-the-job training across administration, people skills, program management, research and data gathering, communication and work ethics. The Programme enhances the educational experience of interns through practical and guided hands-on exposure; involvement in Christian Aid Nigeria's development projects; exposure to the working environment of a multilateral organization and a better understanding of Christian Aid Nigeria's goals and activities.</p> <p>The Human Resource intern will work closely with the Human Resource Officer to deliver on the human resource requirements of the humanitarian response programme as well as the management of Christian Aid Nigeria volunteers. The role reports to the Human Resource Officer.</p>
<p>Role context</p> <p>The role fits within the International Department and specifically within the Nigeria country programme. The post holder is responsible for ensuring proper documentation and filing of Volunteer information, supporting the Human Resource Officer to with process volunteer payments, support with recruitment and onboarding processes.</p>
<p>Key outcomes</p>

- Support human resource management process for Christian Aid Nigeria
- Support with the implementation and ensure adherence to HR policy and practices that are consistent with global policy and compliant with local statutory and legislative requirements that prevents organizational conflicts.
- Support with filling and documentation related to staff (hard and soft copies) as may be required including volunteer documentation.
- Take minutes of meetings and assist in the elaboration of papers, power point presentations and analytical contributions, as well as other products and tools that will facilitate human resource management activities in the humanitarian response.
- Support with Performance review for CAID volunteers within Borno State.
- Assist with onboarding and induction plan for new hires, linking new hires with line manager and ensuring a buddy is selected and linked with the new hire(s).
- provide support and guidance to staff on CAID PMS processes and procedures.
- provide support with coordination of Test and oral interviews within the humanitarian response, i.e. proactively following up with Hiring Manager to receive test questions, ensuring written test tools are set and ready for use by candidate(s), receiving candidate(s) warmly and making sure test and interview venue is set for use etc
- Provide cover for the front office as may be required.
- Other tasks/duties as required.

Role requirements

Relationships

External

Christian Aid Nigeria visitors, and stakeholders

Internal

Christian Aid country programme staff and volunteers

Decision making

Make decisions to assist the team's delivery of core mandate. Also, providing input and operational support in programme deliver as may be required. Day to day decision to ensure effective delivery of responsibilities. Make decisions in line with CA policies on human resources and operations. Contribute to humanitarian response operations.

Analytical skills

S/he should be able to analyse situations and come up with recommendations

Required to develop new ways of doing things to better meet programme goals requiring substantial creative or analytical ability.

Developing self and others

Has direct responsibility for understanding the policies and being creative around filing and documentation. Focus will be on volunteer information management.

Person specification

Applied skills/knowledge and expertise

Essential

- Degree in Human Resource management, Public Administration, Business Administration or any related field
- Completion of National Youth Service with about 1 year working experience
- Proven strong academic track record.
- Knowledge and understanding of Nigerian Labour and employment laws
- Demonstrated interest in the field of development and Human Resource management in International aid organization
- Language skills; written and spoken proficiency in English and preferably a command of the local language.
- Internet proficiency as well as proficiency in MS Office (Word, Excel, PowerPoint) is required.

Desirable

- Understanding of the context will be an added advantage.

IT competency required

Intermediate

Competency profile

LEVEL 1: You are expected to be able to:

Build partnerships

- Work in a reliable, helpful and cooperative way with all colleagues and provide help to others without needing to be asked.
- Willingly participate in team work and contribute ideas, including those that may be beyond your own or your team's role.
- Keep others informed about what is going on in your own work area.
- Treat everyone with courteousness, dignity and respect, accepting that people are different and have different views.
- Act and behave consistently with what you say.

Communicate effectively

- Communicate clearly and concisely, verbally and in writing.
- Pass on a clear message or information promptly and accurately.
- Ask additional questions to clarify when needed.
- Explain things simply and in a different way if someone appears not to have understood.
- Be aware of how your actions and words impact on others and adapt if necessary.

Steward resources

- Use resources economically, whether these are Christian Aid resources or wider environmental resources.
- Recognise that time is a resource and take responsibility for managing your time effectively.

Deliver results

- Agree your work Christian Aid, keep track of your own progress and keep others informed.
- Check the quality of your own work and deliver to expectations.
- Seek clarification and support from your manager when needed and to ensure appropriate sign-off.
- Respond promptly to the requests of others, seeking guidance on priorities and workload when needed.
- Consider the consequences of your actions, including the impact on your work and colleagues.
- Take personal responsibility for your actions.

Realise potential

- Question and ask for information and advice to address your own knowledge and skills gaps to learn.
- Regularly ask for and act on feedback on own performance.
- Assist others by showing how to complete tasks.
- Demonstrate concern for the wellbeing of others.
- Act and behave consistently in line with Christian Aid's values.

Strive for improvement

- Demonstrate openness to change.
- Respond quickly and helpfully to new initiatives.
- Find ways to make improvements in your work.
- Show initiative when faced with problems.
- Willingly share knowledge and information that may help others.

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Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.

You will be expected to abide by the Code of Conduct, policies and procedures within Christian Aid which may be updated from time to time.

You must be in sympathy with the aims, beliefs and values of Christian Aid as it seeks to work on relief, development and advocacy for poverty eradication.