

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: HR/Admin/Logistics Intern - Documentation

REPORTS TO: HR Manager

REPORTING TO POSTHOLDER: N/A

LOCATION: Addis Ababa

DURATION & HOURS: three months

PURPOSE OF THE ROLE

Farm Africa Ethiopia wants to hire intern for its Corporate Services department support, which is composed of HR, Procurement, IT, and Logistics). The Intern will assist the Corporate Services team in the areas of entering data, organizing files, & other routines of Human Resource and Logistics duties.

The role will require flexibility to work the daily routines within the department as per assigned by HR manager and/or Logistics officer.

KEY TASKS AND RESPONSIBILITIES

- ▼ Conduct HR filing audit, identify missing data in personnel file
- ▼ Collect missing files and file properly
- ▼ Organize hardcopy and softcopy files
- ▼ Collect and file employee performance appraisals
- ▼ Ensure that personal files contain the necessary documents as per personnel file checklist
- ▼ Ensure the maintenance of up-to-date human resources information system of Farm Africa Ethiopia both on Excel and ACCESS database.
- ▼ Update the monthly staff contact list
- ▼ Create filing system for correspondences and communications.
- ▼ Print, photocopying and filing of CVs and other relevant documents of Corporate Services Department for future reference
- ▼ Register assets in the asset master registry form, tag and check its availability
- ▼ Assist HR & Admin, Procurement & Logistics officers in filing/documentation
- ▼ Other duties as requested by the Head of Corporate Services

These essential functions are not to be interpreted as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required. All work responsibilities are subject to having performance goals and/or targets established.

PERSON SPECIFICATION

| Essential | Desirable |
|--|-----------|
| Education, qualifications & other knowledge | |

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| BA Degree/Diploma in Human Resource Management, Business Management, Marketing Management or related field | |
| Fluent written and spoken English and Amharic | |
| Experience | |
| At least 0–1-year HR related experience | |
| Experience in personnel filling | |
| Skills & abilities | |
| Excellent computer skills including MS Word, Access and Excel | Microsoft Word and Excel operation |
| Excellent communication skills | |
| Excellent time management skills | |
| Diplomatic and patient style, able to effectively build and maintain relationships and explain positions | |
| Awareness of gender and diversity issues in the workplace, reflecting that in own behaviour | |

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

EXPERT: Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

GROUNDDED: Our teams and partners work closely with local communities, engaging them in every level of decision-making.

IMPACTFUL: We deliver long lasting change for farmers, their families, and the environments they live in.

BOLD: We model innovative approaches and are not afraid to challenge strategies that are failing.

Those who meet the above requirements should submit their short CV (maximum of 4 pages) and a cover letter (maximum 1 page) addressing ethrecruitment@farmafrika.org with the subject **HR/Admin/Logistics Intern (Temporary position)** by **20 October 2021**. We will conduct the screening as we receive the applications.

Only short-listed candidates will be contacted.

Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).