



Job Description

Position Title	Management Trainee Officer, Human Resources
Department	Office of Human Resources
Reporting To	Senior Manager, Human Resources
Date	August 2017
Type of Position	Contractual

POSITION DESCRIPTION

The incumbent will assist with the day-to-day operations of the human resources functions and duties. He/She will also carry out responsibilities in some or all of the following functional areas: departmental development, recruitment, employee relations, training and development and executive administration.

DUTIES AND RESPONSIBILITIES

The candidate will be responsible for:

- Maintaining database of potential candidates.
- Assisting in maintaining employee file record.
- Sending reference check emails for newly hired employees and following up accordingly.
- Planning and organizing monthly birthdays.
- Assisting in recruitment process (Scheduling and coordinating interviews).
- Preparing welcome packs for newly hired employees.
- Revamping employee orientation.
- Assisting in Training and Development activities.
- Assisting in day-to-day operations of the HR functions and responsibilities.
- Planning and execution of employee engagement events.
- Maintaining HR presence on different social media channels including LinkedIn and Facebook.
- Any other duties assigned by supervisor.

REQUIRED JOB SPECIFICATIONS

Required Qualification	Minimum Bachelor's degree in Human Resource Management.
Required Experience	o - 6 months experience in relevant responsibilities

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Interpersonal Skills.	High
2.	Analytical Skills	Medium
3.	Self-Management	High
4.	MS Office	High