

Job Title	Management Trainee – Human Resource
Directorate	Finance and Administration
Department	Human Resource
Reporting to	Human Resource Officer
Salary Grade	N7
Jobs that report to this role	N/A
Job Purpose	
This position will provide administrative and clerical support to the Human Resources Department.	
Key Accountabilities	
<ul style="list-style-type: none"> • Provide support during the recruitment process, contracting, and orientation of new staff; • Provide support to the Human Resources Officer on the implementation of the employment manual and relevant laws; • Support the Coordination of organizational cultural programs; • Follow-up requests request (Airtime. Leave etc.) • Support in ensuring all employee staff files are up to date; • Update the Department database; • Provide secretarial services for staff meetings; • Assist in the routine and operational activities of the Department to ensure it's smooth running. 	
Position Requirements	
Education	
<ul style="list-style-type: none"> • Bachelor's degree in Human Resources Management or Organizational and Industrial Psychology from a recognized university; Applicants should have graduated have graduated recently. 	
Experience	
<ul style="list-style-type: none"> • At least 6 months working experience in a similar role or relevant human resources/administrative position 	
Technical Expertise	
<ul style="list-style-type: none"> • Computer skills (Preferably Microsoft Office Applications); • Ability to work on own initiative as well as in a team; • Excellent business acumen; • Capacity to establish credibility, trust and partnership; • Analytical and problem–solving skills; • Excellent interpersonal and communication skills; • Excellent report-writing skills 	

