



Job Description Human Resource Intern

Organization profile	<p>Welthungerhilfe was founded in 1962 and is a non-profit making, non-denominational, and politically independent organization.</p> <p>Welthungerhilfe has been in Liberia since 2003 implementing initiatives with a focus on Agriculture/ Sustainable Food and Nutrition Security, access to health care, Women's Economic Empowerment and WASH.</p>
Duration	1 year – 6 months initially
Location:	Monrovia
Objective of the Position:	The aims of the position are to assist the Head of Human Resource in providing HR administrative day to day support to the country office.
Responsible to:	Head of Human Resource
Duties and Responsibilities:	<ul style="list-style-type: none"> • Assist in the recruitment process, including posting job openings and scheduling interviews. • Support the onboarding process for new hires, including preparing orientation materials and conducting orientation sessions • Assist with employee engagement initiatives and events. • Participate in HR projects and initiatives, such as performance management, training and development, and diversity and inclusion programs. • Provide general administrative support to the HR team.
Minimum Educational Qualification	<ul style="list-style-type: none"> • Bachelor's degree in Human Resource, Business Administration or other relevant discipline. • Should be under 25 years of age • Should have graduated from a local university cum laude or a GPS of 3.00
Language Skills	Excellent spoken and written English
Personal Skills	<ul style="list-style-type: none"> • Strong organizational and time management skills. • Excellent communication and interpersonal skills. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint). • Ability to handle confidential information with discretion. • A proactive and positive attitude with a willingness to learn
How to Apply	<p>Please send application package; <u>one-page Motivation LETTER</u> and a maximum of 2 pages CURRICULUM VITAE (CV), and contact details of 3 professional referees to: Recruitment.Liberia@welthungerhilfe.de</p> <ul style="list-style-type: none"> • Copy of your National ID card • Copy of your collage transcript <p>Subject Line: Application for the position of 2501- Human Resource Intern</p> <p>Welthungerhilfe is an equal opportunities employer, therefore qualified females are encouraged to apply. A detailed Job Description can be obtained from Welthungerhilfe's Monrovia Office</p>
Closing Date	January 10, 2025

Revised May 2024