

**JOB DESCRIPTION**  
**Human Resource And Administration Intern**

**Job Title**-Intern

**DEPARTMENT/PROJECT:** Human Resource and Administration

**SUPERVISOR:** Corporate Affairs & Administration Manager

**RELATIONSHIPS INTERNALLY:** All Departments - Programmes, Monitoring, Evaluation & Learning (MEL), Communications, Partnerships & Resource Mobilization, Community Voice & Philanthropy, Finance and Administration.

**RELATIONSHIPS EXTERNALLY:** All KCDF visitors, Vendors and Suppliers.

**LOCATION/DUTY STATION:** The position is based in Nairobi.

**Position Summary:**

The intern will play a key role in supporting various functions within the Human Resource and Administration Department including front office support and undertaking clerical duties. The intern will gain a hands-on experience in human resource and administration management in the development sector and develop essential skills while contributing to the success of KCDF.

**Responsibilities**

- Fulfilling tasks assigned by the supervisor
- Front office support
- Performing administrative and clerical duties
- Event handling or planning
- Job shadowing
- Learning technical skills related to KCDF

**Requirements**

1. A Degree in Human Resource Management or any relevant Social Science with a Higher diploma in Human Resource Management
2. Proficiency in Microsoft office suite and relevant software applications.
3. Excellent communication and organisational skills.
4. Agile, self-driven and attention to detail.
5. Problem solving abilities.
6. Ability to work under pressure.