



Position: Human Resources Intern

Organization Overview

The Africa Center for Health Systems and Gender Justice is an organization committed to enhancing health systems and advancing gender justice throughout Africa. The center focuses on the social, economic, and cultural factors that contribute to unequal health outcomes for different genders and works to promote gender-responsive healthcare and gender-inclusive policies. We are currently looking for passionate and dedicated interns to join our team in various specialized roles. We are deeply committed to feminism and its core principles. We challenge norms, address systemic injustices, and recognize the intersectionality of gender-based discrimination with other forms of oppression. Inclusivity is a priority for us, ensuring marginalized voices are heard, and our commitment to feminist principles includes advocating for gender equality, acknowledging intersectional experiences, empowering individuals, fostering solidarity, and holding ourselves and others accountable. Our dedication to feminism is dynamic, evolving as we learn from the communities we serve. We are proud to be working towards a world where gender equality is a lived reality for everyone.

Location: Remote

Duration: 6 Months

Key Responsibilities:

- **Recruitment Assistance:** Support the recruitment process by posting job ads, screening resumes, scheduling interviews, and assisting in the onboarding process.
- **Employee Records Management:** Help maintain employee records, ensuring all documentation is accurate and up-to-date.
- **Training and Development:** Assist in organizing and implementing training and development programs.
- **HR Communications:** Draft internal HR-related communications, such as newsletters, emails, and memos.





- Policy and Compliance: Support the HR team in ensuring company policies are up-to-date and in compliance with legal standards.
- Employee Engagement: Contribute to employee engagement initiatives, such as event planning and feedback surveys.
- HR Reporting: Assist in the preparation of HR reports and presentations.

Educational Requirements:

- Currently enrolled in or recently graduated from a degree in Human Resources Management, Business Administration, Psychology, or a related field.

Skills and Qualifications:

- Basic understanding of HR principles and practices.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office Suite, particularly Word and Excel.
- Ability to handle confidential information with discretion.
- Organizational skills with attention to detail.
- Eagerness to learn and contribute in a team environment.

Personal Attributes:

- Proactive and self-motivated.
- Approachable and helpful attitude.
- Ethical and professional demeanor.
- Strong interest in pursuing a career in HR.

Learning Opportunities:

- Gain practical experience in various HR functions in a professional setting.
- Develop skills in recruitment, employee relations, and HR administration.
- Work under the guidance of experienced HR professionals.
- Opportunity to contribute to HR projects and initiatives.

Application Process:

Interested candidates should submit a CV and a cover letter explaining their interest in the internship and how their skills and background make them suitable candidates to vacancies@healthsystemsgenderjustice.org



AFRICA CENTER FOR HEALTH SYSTEMS
AND GENDER JUSTICE



Application Deadline: 9th February 2024

This internship is unpaid, but the organization will cover necessary work-related expenses.



www.healthsystemsgenderjustice.org



info@healthsystemsgenderjustice.org