EXTERNAL VACANCY ANNOUNCEMENT

Job Trainee – HR

The Organization

The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) delivers research-based solutions that harness agricultural biodiversity and sustainably transform food systems to improve people’s lives. Alliance solutions address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation.

The Alliance is part of CGIAR, a global research partnership for a food-secure future.

www.bioversityinternational.org    www.ciat.cgiar.org    www.cgiar.org

About the position

Based in Kampala, Uganda, under the supervision of the Human Resources Assistant, the HR Job Trainee will provide support to the HR function in the Uganda Alliance Office. The incumbent will specifically perform the tasks listed below.

Key Responsibilities

• Assisting with contract processing: drafting and filing.
• Assisting with recruitment: interview scheduling and logistics, reference checks follow ups.
• Assisting with coordination of insurances processes; preparation of lists and filing.
• Assisting with protocol tasks and related follow ups.
• Assisting with welfare activities.
• Photocopying and scanning documents as requested.
• Perform other duties and tasks as requested.
Qualifications and competencies

i) Qualifications
Bachelor’s in Human Resource Management or Business Administration (With a focus on HR Management) or comparable degree.

ii) Experience
Successfully completed Internship program in at least 1 organization.

iii) Knowledge and additional competences
- Good working knowledge of ICT (related software, phone, email, the internet) and computer applications (e.g. MS Office).
- Basic knowledge of national labour and social law.
- Basic knowledge of HR Management, initial work experience desirable.
- Excellent communication and interpersonal skills and fluent in written and spoken English language.
- Strictly confidential handling of all HR issues.

Terms and conditions:
This is a locally temporary recruited position and all payments are denominated and paid in Ugandan Shillings. The initial contract will be for a period of 6 months, renewable subject to availability of funds.

Applications:
Applicants are invited to visit http://ciat.cgiar.org/ciat-jobs to get full details of the position and to submit their applications which should include letter of application, CV and names/contacts of at least three professional referees not later than 18th March, 2021. Applications should cite reference number CA-2823 - HR Trainee as the position applied for. Applications should be saved as one document using the candidate’s last name, first name for ease of sorting. Please note that only shortlisted candidates will be contacted.

The Alliance does not charge a fee at any stage of the recruitment process (application, interview meeting, processing or training). The Alliance also does not concern itself with information on applicants' bank accounts.

The Alliance of Bioversity International and CIAT is an equal opportunity employer and strives for staff diversity.