

Intern, Human Resources
Job description



1. Purpose of the position

The purpose of SAT-7 is to provide Christian television to support the work and witness of the church in the Middle East and North Africa.

The selected HR intern will join the Human Resources team and will focus on supporting several projects. This position will also assist the HR Manager to provide support to all levels of employees across SAT-7 for enquiry services like HR processes and policies, performance management, benefits and salaries.

The selected candidate will have the opportunity to get involved in an interdenominational organisation that is committed to Christ, and making difference in the Middle East and North Africa. He/she will also be part of a multicultural team, dedicated to personal and professional growth with foundations grounded in teamwork, trust and mutual respect. Finally, he/she will be part of a non-for-profit dynamic and purposeful ministry.

2. Accountability

Is appointed by and accountable to the HR Manager.

Has no staff supervision responsibilities.

3. Specific Responsibilities

- 3.1. Assist in the administration of all information in the HR system (Absence requests, new employee information, update employee records, employee reports)
- 3.2. Assist in the administration with the recruitment process
- 3.3. Maintenance of the induction pack for staff and administration of the induction process for new staff
- 3.4. Assist in maintaining the personnel files
- 3.5. Provide assistance in updating HR policies and procedures and respond to employee policy inquiries
- 3.6. Assist in the administration of trainings and staff retreats
- 3.7. Assist in the administration of Medical Insurance
- 3.8. Assist with other administrative functions as required to support the department

4. Personal and professional qualifications

- 4.1. Be sympathetic with and enthusiastic about the purpose, ethos and goals of SAT-7
- 4.2. Be a committed Christian with a truly interdenominational attitude and openness to increasing his/her knowledge and appreciation of Middle Eastern Christianity, in all its diversity
- 4.3. University graduate or student in Business Administration, Human Resource Management or a related field will be considered an advantage
- 4.4. Related work experience will be considered as an advantage
- 4.5. Excellent organisational skills
- 4.6. Microsoft Office skills (Word, Excel, Powerpoint).
- 4.7. Be fluent in English
- 4.8. Good interpersonal and communication skills. Confidence and maturity to handle confidential matters and deal with government departments is essential.
- 4.9. Have ability to cope with diversity and complexity in a multicultural environment

5. Location

Nicosia, Cyprus

Interested candidates should send their CV to hr@sat7.org

