



Human Resources Paid Internship – job description

Oak Foundation commits its resources to address issues of global social and environmental concern, particularly those that have a major impact on the lives of the disadvantaged. Oak makes grants to organizations located in 41 countries worldwide.

Duration: 6 – 12 months

Work time: 50%

Objective: The goal of this internship is to allow the intern to gain experience in a wide range of topics within the human resources function including HR projects, recruitment, training, and HR analysis. The broad reach of Oak's programmes will also ensure an interesting immersion in the world of philanthropy from a global perspective.

Duties: The intern will perform the following duties:

- Lead the roll-out of an electronic HR tool: perform testing, write communications, prepare process flow charts, etc;
- Follow up with candidates at all stages of the recruitment process;
- Prepare interview schedules and documentation;
- Provide analysis on staff data such as demographics, training costs;
- Co-ordination of training activities;
- Track staff development activities and budget;
- Prepare induction and exit processes;
- Perform various tasks in the on-going HR projects;
- Perform other relevant duties and special projects assigned by the supervisor;
- Provide administrative support for travel and meetings as required.

Qualifications:

- University degree course related to business/social studies and/or equivalent technical diploma;
- Strong interest in the human resources sector;
- 1-3 years' previous work experience in a similar role;
- Ability to work as an effective member of a team;
- IT/business tools savvy and interest to test systems;
- Ability to use intermediate functions in spreadsheet software; PowerPoint and word processing skills;
- Proven ability to juggle multiple priorities, and meet strict deadlines;
- Proven analytical skills and attention to detail;
- Good written and oral communication skills;
- Proficiency in English and French – other languages are an advantage;
- Tact, maturity, and a good sense of humour;
- Swiss national or EU citizen enabling the intern to work in Switzerland.

Interested candidates should send a letter of interest and CV to Human Resource Manager, Ms. Vanessa Kenny, Human.Ressources@oakfnd.ch.