#  Intern Role Description

**TITLE:** General Secretariat Intern

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| 1. **MAIN PURPOSE OF JOB**

To provide administrative support to General Secretariat and the personnel archive project with the International Office.  |
| 1. **POSITION IN ORGANISATION**

Reports to the General Secretariat Administrator and the Head of People and supports and works closely with Global Services. |
| 1. **SCOPE, DUTIES & KEY RESPONSIBILITIES**

This internship is an opportunity to get involved in supporting Human Resources and Administration on the following specific areas:* Assist the process of transferring physical personnel file details into a database.
* Serve as a resource to the GS and HR Administrator and the Snr GS Administrator in the organisation of events and logistics.
* Proofread internal documents.
* File and sort out documentation according to criteria provided.
* Support the maintenance of the Library and its organisation.
* Participate in organizing staff events.
* Be part of Christian sessions.
* Respond to any requests in a cooperative, courteous, and timely manner.

The above list reflects the areas where intern support is required at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties can vary as requiredWe recognize that providing of your time and skills to TLMI is a two way process. There are mutual responsibilities and benefits. In return for the time and commitment to TLMI volunteers and interns you can expect to benefit in the following ways: * TLMI provides a great opportunity for anyone wanting to gain experience of working in the International Development sector and gaining an insight into the work of an International non-Governmental Organisation ( NGO)
* A way of developing new skills or building knowledge related to our areas of work and expertise.
* Support to make the best possible use of your skills and provide training where appropriate.
* Contribute and being part of our work towards Leprosy Defeated, Lives Transformed.
* Opportunity to actively participate in our daily devotions to God.
* References available for your future employment opportunities.
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| 1. **COMPETENCIES DEVELOPMENT**Volunteers and Interns will be encouraged and mentored to develop the following competencies according to the International Office competency framework:

1- Spiritual maturity.2- Multicultural working3- Business acumen4- Member orientation5- Communication 6- Leprosy Knowledge  |
| 1. **QUALIFICATIONS AND PERSON SPECIFICATION**
* Undergraduate in course of achieving a Diploma and or Degree in a related discipline
* Excellent interpersonal skills with the ability to communicate with staff and visitors
* Ability to work under pressure and to prioritise for self
* Self-motivated with the capacity to work on own initiative, as well as part of a wider team with a can do attitude
* Excellent written and verbal communication skills – able to write minutes if required, bringing together the most important information
* Excellent organisational and planning skills, able to meet deadlines – prioritisation of multi-tasks, time management
* Good attention to detail – checking logic and accuracy of written documents
* ICT literate – Intermediate level Microsoft Office Word, Excel and PowerPoint Confident database, Internet and Email user.
* Ability to maintain confidentiality
* Commitment to the values and vision of the Leprosy Mission International.
* Show strong commitment and fully support all our policies and procedures and particularly our data protection, safeguarding of children, young people, and adults at risk policies in all circumstances.
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1. **ABOUT US**

The Leprosy Mission (TLM) is an international Christian organisation which helps people affected by leprosy. Founded in 1874, The Leprosy Mission is the oldest and largest leprosy-focused organisation in the world today.

**For more information please visit:**

Website: [www.leprosymission.org/about-us](http://www.leprosymission.org/about-us)

Facebook: [facebook.com/TheLeprosyMissionInternational/](https://www.facebook.com/TheLeprosyMissionInternational/)

Twitter: [twitter.com/Leprosymissint](https://twitter.com/Leprosymissint)

LinkedIn: [linkedin.com/company/1564608](https://www.linkedin.com/company/1564608)