# 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 required  We 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. |
| 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 working 3- Business acumen 4- Member orientation 5- 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. |

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)