

## **VACANCY**

Are you ready to kick-start your career in Human Resources? Currimjee Jeewanjee and Company Limited is on the lookout for a dynamic and enthusiastic HR Intern to join our team and gain hands-on experience in the HR field under the Youth Employment Programme (YEP).

As an HR Intern, you will have the opportunity to work on meaningful projects, learn from experienced professionals, and make a real impact in our organization.

### **Job Purpose:**

To provide comprehensive, end-to-end support in the design and delivery of L&D solutions for CJ and its subsidiaries.

### **Key Responsibilities:**

#### **Strategic Support:**

- Assist the L&D Manager in developing and implementing the L&D strategy.
- Contribute to the branding of the L&D function as a center of excellence.

#### **Administrative Excellence:**

- Manage the Learning Management System (LMS), ensuring data accuracy and providing user support.

#### **Project Management Support:**

- Support the planning, execution, communication, and monitoring of L&D projects.
- Collaborate with cross-functional teams to integrate learning initiatives into broader organizational projects.

#### **Financial Stewardship:**

- Monitor expenses, identify cost-saving opportunities, and ensure financial transparency.

#### **Compliance and Documentation:**

- Ensure compliance with regulatory authorities (MQA, HRDC, EDB) in training-related matters.
- Maintain employee records, ensuring accuracy, confidentiality, and adherence to legal requirements.

#### **Stakeholder Collaboration:**

- Liaise with internal and external stakeholders, including vendors.
- Communicate effectively with individuals at all levels to ensure a clear understanding of learning objectives and outcomes.

**Continuous Improvement:**

- Proactively identify opportunities for improvement in learning processes and systems.
- Seek feedback and conduct assessments to measure the effectiveness of learning programs and implement enhancements.

**Additional Duties:**

- Perform any other assigned tasks as required.

**Candidate Profile**

- Recently completed a degree in Business Administration, Management, Marketing, Communication, Human Resources, or in a related field.
- Strong organizational skills and attention to detail.
- Good communication and interpersonal skills.
- Ability to handle sensitive and confidential information with professionalism.

If you feel you have the right profile for the internship, please submit your application at [recruitment@currimjee.com](mailto:recruitment@currimjee.com) referencing **LD/CJ/2024**.

The deadline for submission of all applications is the 06 September 2024.

*Management reserves the right to call only the best-qualified candidates for interviews or not to make any appointment following this advertisement.*