

EXCITING CAREER OPPORTUNITIES

The Management University of Africa (MUA) is a private University in Kenya with its main campus in Kisumu, Kisumu County and a town campus in South C, Nairobi. We are a Premier University providing management and transformative leadership solutions worldwide. We are looking for a dynamic, self-driven and result oriented professional to fill the following position:

1.0 HUMAN RESOURCE INTERN

JOB PURPOSE

Human Resource Intern will support our HR department in various administrative and operational tasks. This internship will offer hands-on experience in HR practices, including recruitment, employee engagement, and HR administration.

KEY DUTIES AND RESPONSIBILITIES

- Assist in the recruitment process (posting jobs, screening resumes, scheduling interviews)
- Support onboarding and orientation of new employees
- Maintain and update employee records and HR databases
- Assist in organizing training sessions and employee engagement activities
- Help prepare HR documents such as contracts, letters, and reports
- Respond to employee inquiries regarding HR policies and procedures
- Support performance management and appraisal processes

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Recently completed a degree in Human Resources, Business Administration, or a related field
- Strong communication and interpersonal skills
- High level of confidentiality and professionalism
- Good organizational and time-management abilities
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team

HOW TO APPLY

Interested candidates who satisfy the requirements below should forward their applications accompanied by a detailed CV, email address, daytime telephone contact, name and address of three referees. The applications should reach the undersigned not later than **9th April 2026**. The Management University of Africa is an equal opportunity employer.

THE VICE - CHANCELLOR

The Management University of Africa

P. O. Box 29677 - 00100, NAIROBI

Email: vc.jobapplications@mua.ac.ke

