

People & Organization (HR) Intern

Job ID
REQ-10084549

7月 24, 2026

Kenya

Available in: English

摘要

To provide administrative, operational, and project support to the People & Organization (HR) team while gaining hands-on experience across key HR processes. The intern will be exposed to the employee lifecycle activities such as: talent acquisition, learning and development, HR operations, compliance, reporting, and employee experience initiatives.

About the Role

Major accountabilities:

- Assist with maintaining employee records and HR documentation.
- Support audit preparation, document management, and compliance activities.
- Assist with process documentation and maintaining HR repositories.

- Support data quality reviews and updates in Workday and other HR systems.
- Prepare HR reports, trackers, and dashboards as required.
- Support employee onboarding and offboarding activities.
- Support employee engagement activities and culture programs.
- Participate in HR projects and continuous improvement initiatives.
- Conduct research and benchmarking on HR-related topics.
- Handle employee information with the highest level of confidentiality.
- Ensure adherence to Novartis policies, procedures, and local legal requirements.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt.

Key performance indicators:

- Timely completion of audit requests and assigned tasks.
- Accuracy of documentation and data reviews.
- Quality of analyses and audit support materials.
- Effective tracking and follow-up of audit actions.

Minimum Requirements:

- Bachelor's degree in Human Resource Management, Business Administration or equivalent.
- Strong attention to detail and organizational skills.
- Good analytical and problem-solving abilities.
- Proficiency in Microsoft Excel, PowerPoint, and Word.
- Strong written and verbal communication skills.
- Ability to handle confidential information.

Languages :

English.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

部门
People & Organization

Business Unit
Human Resources

地点
Kenya

站点
Kenya

Company / Legal Entity
KE03 (FCRS = KE003) NVS Kenya Limited

Functional Area
Others

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work
No

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