



# CATHOLIC DIOCESE OF MARALAL

SECRETARIAT OF THE CATHOLIC DIOCESE OF MARALAL  
P.O Box 350 – 20600, MARALAL - SAMBURU, Kenya.

e-mail: [hr@maralalcath.org](mailto:hr@maralalcath.org)



## WE ARE HIRING!

The Catholic Diocese of Maralal hereby announces and advertises the vacancy for:

### DIOCESAN HUMAN RESOURCE INTERN

#### Background

The Catholic Diocese of **MARALAL** seeks a motivated, ethical, and service-oriented Human Resource Intern to support the day-to-day HR and administrative functions of the Diocese. The intern will gain practical experience in human resource management within a faith-based, pastoral, and not-for-profit environment while contributing to effective workforce management in the Diocese.

The role offers hands-on exposure to recruitment, staff records management, employee relations, HR policy implementation, training coordination, and compliance with labour laws and Catholic Church values.

#### Key Responsibilities

- Maintain and update employee and volunteer records (manual and digital), ensuring accuracy, proper documentation, and strict confidentiality of personnel information
- Provide day-to-day HR administrative support, including filing, data entry, preparation of letters, contracts, memos, reports, and management of leave and attendance records
- Assist in recruitment and selection processes by drafting job adverts, coordinating shortlisting and interviews, preparing interview documentation, communicating with candidates, and supporting onboarding and induction of new staff and volunteers
- Support training and staff development activities through organizing workshops and formation programs, preparing materials, managing logistics, and maintaining training attendance and evaluation records
- Contribute to employee relations and staff welfare initiatives by responding to staff inquiries, supporting engagement activities, and promoting a positive and collaborative work environment
- Assist in implementing and monitoring HR policies and procedures to ensure compliance with labour laws, diocesan regulations, and Catholic Social Teaching principles
- Support preparation of documentation and reports for audits, inspections, and internal reviews
- Provide general office and clerical support, handle correspondence and telephone inquiries professionally, and perform any other duties assigned by the supervisor
- Any other duties assigned by management.



Website: [www.maralalcatholicdiocese.org](http://www.maralalcatholicdiocese.org)

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## Qualifications and Requirements:

- **Education:** Bachelor's degree or diploma in Human Resource Management, Business Administration, Organizational Development, Public Administration, or a related field. Recent graduates and final-year students are encouraged to apply.
- **Skills & Competencies:** Strong organizational, administrative, communication, and interpersonal skills; basic knowledge of HR practices and labour laws; computer literacy; attention to detail; ability to maintain confidentiality; teamwork, integrity, and professional ethics.
- **Personal Attributes:** Respect for Catholic values and Church structures, service-oriented attitude, maturity, discretion, reliability, accountability, and cultural sensitivity.
- **Desirable:** Prior internship or volunteer experience, familiarity with HR information systems, and experience in church or non-profit settings.
- **Core Values:** Integrity, respect for human dignity, stewardship, collaboration, and commitment to the mission of the Church.

## Submission of Applications:

Interested persons who meet the above-specified requirements are required to send their application package (composed of cover letter, updated CV, National identity card copy, copies of academic certificates, professional testimonials, and 2 referees) **To: [hr@maralalcath.org](mailto:hr@maralalcath.org) and CC To: [cdmsecretary@maralalcath.org](mailto:cdmsecretary@maralalcath.org) on or before 10<sup>th</sup> March 2026 by 5:00 pm.**

## Please Note:

- Only shortlisted candidates will be contacted for interviews.
- The Catholic Diocese of Maralal is an equal opportunity employer and does not discriminate based on gender, race, religion, ethnicity, or nationality. We are committed to safeguarding our staff and communities from any form of abuse or harm in our recruitment processes; therefore, we observe best practices and adhere to international standards.
- Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates and transcripts, and other testimonials during interviews.



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