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TERMS OF REFERENCES (TOR)

Position Title: Records Management- Intern
Report to: People & Culture Manager
Duration : One Month
Location : Dar Es Salaam

Key Responsibilities:

- Preparing documents for HRIS data migration
- Assisting in information auditing
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect and Collaboration
- To undertake any other duties as assigned by the supervisor.

Qualifications, Knowledge, Experience:

- A degree in Records Management or related discipline is required
- Work experience in the records management field.
- Ability to work in a confidential environment
- Ability to meet objectives and deliver work in function.
- Strong written and oral communication skills in both English and Kiswahili.
- Proficiency in Microsoft Office programs (including word, excel, and PowerPoint)

Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: hresources@wwftz.org by **Tuesday, 21th June 2022 at 11:59 pm**. Only the shortlisted candidates will be contacted for interview.

For more details, please visit WWF websites: https://www.wwf.or.tz/jobs_and_opportunities/jobs/. WWF has a principle of zero tolerance to fraud and corruption, if you encounter such incident, report by sending an email to fcci@wwftz.org