



VACANCY NOTICE

The Securities and Exchange Commission of Zimbabwe is inviting applications from suitably qualified and experienced candidates to fill the position of **Corporate Communications Intern** in the Policy and Market Development Department.

The successful candidate will gain practical experience in corporate communications, stakeholder engagement, digital communications, media relations, branding, and event management while supporting the implementation of the Commission's communication strategy.

Core Competencies

- Excellent written and verbal communication skills.
- Strong content writing, editing and proofreading skills.
- Creativity and innovation in content development.
- Strong presentation and public speaking skills.
- Good interpersonal and stakeholder engagement skills.
- Strong organisational and time management abilities.
- Digital and social media management skills.
- Ability to work effectively in a dynamic and highly regulated environment.
- Basic graphic design and multimedia content creation skills will be an added advantage.

Duties and Responsibilities

- Assist in planning and implementing internal and external communication programmes.
- Assist in developing and disseminating communication materials for print, digital and social media platforms.
- Support the management and updating of the corporate website and social media platforms.
- Assist in coordinating corporate events, stakeholder engagements, exhibitions and awareness campaigns.
- Conduct media monitoring and prepare media coverage reports.
- Support the production of Newsletters, Annual reports, Brochures, Presentations and other corporate publications.
- Assist in implementing branding, publicity and corporate social responsibility (CSR) initiatives.

- Support stakeholder, media and investor engagement activities.
- Maintain communication records, media contacts and stakeholder databases.
- Undertake research and provide administrative support for communications projects and activities

Requisite qualifications & experience:

- Currently pursuing a bachelor's degree in media studies, Journalism, Public Relations, Marketing, Digital Marketing, Communications, or a related field.
- Proficiency in Microsoft Office applications.
- Knowledge of social media management tools and graphic design software will be an added advantage.

Application letters with C.V.s to be emailed to recruitment@seczim.co.zw with the position being applied for clearly stated in the email subject. These should reach us NOT LATER THAN 24 July 2026. N/B Only shortlisted candidates will be responded to.