



VACANCY NOTICE

The **Securities and Exchange Commission of Zimbabwe (SECZIM)** is inviting applications from suitably qualified candidates to fill the position of **Procurement Intern**. The internship offers an excellent opportunity for students pursuing studies in procurement and supply chain management to gain practical experience in a professional regulatory environment.

Core Competencies

- Attention to detail
- Good organisational and record management skills
- Strong communication and interpersonal skills
- Ability to maintain confidentiality
- Analytical and problem-solving skills
- Ability to work independently and as part of a team
- Computer literacy and proficiency in Microsoft Office applications
- Willingness to learn and develop professionally

Duties and Responsibilities

- Assisting in filing and maintaining procurement records and documentation.
- Supporting procurement processes by preparing and tracking procurement documents.
- Assisting in supplier database administration and records management.
- Participating in market research and supplier information gathering.
- Assisting in the preparation of procurement reports and reconciliations.
- Supporting compliance with procurement policies and procedures.
- Providing administrative support to the Procurement Department.
- Assisting with inventory and stores-related activities where required.
- Performing any other duties assigned by the Supervisor.

Requisite Qualifications

- Currently studying towards a Degree in Supply Chain Management, Purchasing and Supply, Procurement, Logistics, or a related field.
- Must provide an attachment letter from a recognised tertiary institution.
- Excellent written and verbal communication skills.
- No prior work experience is required.

Application Procedure

Application letters together with a detailed Curriculum Vitae (CV) and attachment letter from the learning institution should be emailed to **recruitment@seczim.co.zw**, with the subject line

clearly marked **“Procurement Intern.”** Applications should reach the Commission not later than **02 October 2026.**N.B. Only shortlisted candidates will be contacted.