



VACANCY NOTICE

The Securities and Exchange Commission of Zimbabwe is inviting suitably qualified applicants to fill the position of a **Corporate Communications Intern**.

Core Competencies:

- Good written and oral communication skills.
- Proficient in Microsoft packages.
- Ability to work as part of a team.
- Creative, innovative and detail oriented.
- Ability to multi-task and excellent work ethic.

Duties and Responsibilities:

- Assisting in maintaining various communication channels and materials.
- Assisting in media monitoring and engagement.
- Supporting the production of marketing and promotional collateral.
- Writing, distributing, and publishing Commission's announcements and news articles on key developments.
- Ensuring all content complies with SECZim standards and style guidelines.
- Managing the commission's social media platforms.
- Assisting in event management.
- Assisting with stakeholder engagement

Requisite qualifications & experience:

- Studying towards a Degree in Marketing, Communication, Journalism, Media or any other related field.

Application letters with C.V.s to be e-mailed to recruitment@seczim.co.zw with the position being applied for clearly stated in the email subject. These should reach us NOT LATER THAN 05 June 2024. N/B Only shortlisted candidates will be responded to.