



VACANCY NOTICE

The Securities and Exchange Commission of Zimbabwe is inviting applications from suitably qualified candidates for a structured graduate-traineeship program in the Human Resources and Administration Department.

Core Competencies:

- Proficiency with Microsoft Packages and Databases.
- Ability to work as part of a team.
- Excellent interpersonal skills.
- Ability to communicate effectively at all levels.
- Confidentiality and ability to work under pressure.

Duties and Responsibilities:

- Assisting in conducting recruitments and onboarding activities.
- Providing HR related guidance in consultation with the supervisor.
- Assisting in handling employee grievances.
- Supporting in Training and Performance management.
- Maintaining accurate and up-to-date human resources files and records.
- Performing periodic audits of HR files and records.
- Assisting in administering employee benefits and reward management.
- Producing and submitting reports on general HR activities.
- Completing staff termination paperwork and facilitating exit interviews.
- Keeping up to date with HR trends, laws, and best practices.
- Drafting Human Resources procedures and policies.
- Conducting day-to-day administration duties.
- Performing any other duties as assigned.

Requisite Qualifications & Experience:

- Recent graduate with a Bachelor's Degree in Human Resources Management, Psychology or equivalent.
- One year work related industrial experience.
- Knowledge of labour laws is a distinct advantage.

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 15 December 2023. N/B Only shortlisted candidates will be responded to.