



ActionAid Zimbabwe is a global justice organization working in over 40 countries, taking sides with people living in poverty and exclusion to achieve social justice, poverty eradication and gender equality

Graduate Internship

Opportunities

ABOUT

ActionAid Zimbabwe is a global justice organization working in over 40 countries, taking sides with people living in poverty and exclusion to achieve social justice, poverty eradication and gender equality. ActionAid Zimbabwe has articulated a strong stand on gender justice and safeguarding through its child protection and anti-sexual harassment, exploitation and abuse policies. ActionAid is committed to taking an intersectional feminist approach to Safeguarding, recognizing how forms of abuse and oppression intersect.

ActionAid Zimbabwe seeks to recruit for the following 1-year Graduate Internship positions:

(1) HR & ADMINISTRATION INTERN (Harare)

The intern shall function collaboratively as a member of the Admin and HR team and will play a significant role in providing secretarial, office maintenance and administrative support in order to ensure that the organizations services are provided in an efficient and effective manner.

REQUIREMENTS:

- Recent graduate with a degree in Business Administration, Business Studies, Human Resource, Logistic or equivalent.
- 1-year work related learning experience in Administration, Human Resource, or related field
- Fluency in English, both oral and written
- Good written and spoken communication skills
- Ability to work under pressure
- Good interpersonal and relationship skills
- Possess the right attitude and ability to smile and receive visitors and calls politely
- Well-groomed and presentable
- A flexible and adaptable approach to work

(2) ADMINISTRATION INTERN (Rusape)

The intern shall function collaboratively as a member of the RDA team and will play a significant role in providing secretarial, office maintenance and administrative support in order to ensure that the RDA office services are provided in an efficient and effective manner.

REQUIREMENTS:

- Recent graduate with a degree in Business Administration, Business Studies, Human Resource, Logistic or equivalent.
- 1-year work related learning experience in Administration, Human Resource, or related field
- Fluency in English, both oral and written
- Good written and spoken communication skills
- Ability to work under pressure
- Good interpersonal and relationship skills
- Well-groomed and presentable
- A flexible and adaptable approach to work

(3) COMMUNICATIONS INTERN (Harare)

The intern serves to assist the Communications Officer in further developing effective information exchange and communication, collect and disseminate documentation about programme results and impact in relation to objectives set in Global AAI strategies and AAZ Country programme strategy and AAZ Communications strategy. The intern will assist with execution of communications activities and will take personal responsibility for information activities as delegated.

REQUIREMENTS:

- Recent graduate with a degree in Journalism and Media Studies or related discipline
- 1-year work related learning experience in Communications or Journalism
- A flair for writing and finding the good stories

- Interpersonal communication skills and proven skills in teamwork
- Capacity to communicate effectively in both oral and written forms
- High level of integrity
- Be good at planning and organising
- Ability to work under pressure

(4) LOCAL RIGHTS PROGRAMME (LRP) INTERNS X 3 (Nyazura, Hwedza and Chiendambuya)

The interns shall function collaboratively as members of the Programs team and will play a significant role in providing sponsorship, programmatic and administrative support in the Local Rights Programs.

REQUIREMENTS:

- Recent graduate with a degree in Social sciences, Development studies, Rural Development agriculture, Sociology, Psychology, or any other related field
- 1-year work related learning experience in rural development sector including networking with local NGOs, local government agencies and community -based organisations
- Ability to work in a multicultural community
- Ability to work under pressure and on tight deadlines
- Willingness and ability to ride a motorbike will be an added advantage
- Ability and preparedness to travel and work in difficult conditions
- Comfortable working with children

How to apply: Please submit a maximum of 3-page Curriculum Vitae and motivational letter to the attention of Human Resources. All applications must be sent by email to jobs.zimbabwe@actionaid.org by 16 September 2022 at 1700 hours. Please ensure your email subject clearly reads position applied for. Given the spread of COVID-19 across the globe, no hard copies will be accepted.

NB: Only applications sent with the job title in the subject line will be considered. Whilst all applications received will be assessed strictly on their individual merits, qualified women are especially encouraged to apply. Due to the anticipated volume of applications, we regret that we can only respond to shortlisted candidates.