



<http://www.zimche.ac.zw/job/human-resources-intern-2/>

Human Resources Intern

Introduction

The Zimbabwe Council for Higher Education (ZIMCHE), a quality control regulatory authority, was established by an Act of Parliament, [Chapter 25:27], in 2006, to promote and co-ordinate education provided by higher and tertiary institutions, superintend over standards, act as a regulator in the determination and maintenance of examinations, academic qualifications and research.

Responsibilities

The student will be employed for a maximum of one year and is expected to do the following:

- Providing support to the Human Resources team in terms of filing documents.
- Compilation of summary tables for shortlisting.
- Servicing of Selection Committees for Junior Staff.
- Follow up on queries submitted to the Funeral Assurance and Medical Aid Societies
- Drafting Job Descriptions and Contracts for Junior Staff
- Servicing of the Disciplinary and Appeals Committees
- Updating of Peer Reviewers' Data Base
- Other duties as assigned.

Qualifications and Skills

- Studying towards a bachelor's degree programme in Human Resources or HND in Human Resources or another relevant field.
- Sound knowledge of ICT components such as MS Office packages.
- Excellent communication, written, interpersonal and presentation skills.
- Self-motivated with a result-oriented approach to daily tasks and responsibilities.

Mode of Application

Candidates are expected to upload their applications to the following email address: humanresources@zimche.ac.zw not later than Friday 07 April 2023.

Hiring organization

Zimbabwe Council for Higher Education

Employment Type

Intern

Date posted

February 6, 2023

Valid through

07.04.2023