



ZIDA

ZIMBABWE INVESTMENT &
DEVELOPMENT AGENCY

WE ARE **HIRING**

GRADUATE TRAINEE HUMAN RESOURCES

PURPOSE: The Graduate Trainee Human Resources is an on-the-job training role wherein the incumbent receives coaching and mentorship from the Human Resources Manager with a view towards producing a well-polished, confident and experienced HR professional upon completion of the program.

KEY RESPONSIBILITIES

- Recruitment – assists in initial preparing job adverts, interview packs and contacting candidates as necessary
- Creation and maintenance of employee files
- Advising employees on HR policy and procedure
- Staff welfare – implementation of employee wellness programmes
- Training and Development

QUALIFICATIONS, SKILLS AND EXPERIENCE

- A Bachelor's Degree in Human Resources Management, Industrial Relations, Psychology or related field in the upper second division (2.1) or better
- Excellent presentation skills
- Ability to maintain confidentiality
- Must be well groomed

To **apply** access this link <https://bit.ly/2VY7Y3H> using your Gmail account. The position remains open until filled.

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The Zimbabwe Investment and Development Agency (ZIDA), is an investment agency responsible for promoting and facilitation of both local and foreign investment in the country. The promulgation of the ZIDA Act, which repealed the Zimbabwe Investment Authority, the Zimbabwe Special Economic Zones Authority and the Joint Ventures Act, provides a clear, comprehensive and binding legal and regulatory framework for conducting investment activities, by both domestic and foreign investors in the country.