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## VACANCY NOTICE

### The Organisation

The Zimbabwe Stock Exchange (“ZSE”) is the largest stock exchange in Zimbabwe. The exchange is undergoing a transformational journey and we are evolving and extending our service offering, through the addition of new products and services that include;

- Victoria Falls Stock Exchange (VFEX)
- Mobile trading platforms (ZSE Direct and VFEX Direct)
- Exchange Traded Funds (ETFs)
- Real Estate Investment Trusts (REITs)
- Contract for Differences (CFDs) and
- Commodities Exchange

As we continue on our growth trajectory, we are looking for well experienced individuals who have the vision, innovation, energy and initiative to join our team.

### Graduate Trainee – Human Resources and Administration

The role involves assisting in day-to-day Human Resources and administrative tasks, recruitment processes, employee relations, training and development, performance management and office management. The position offers hands-on training and mentorship in Human Resources and administrative functions.

#### Key roles

- Assist in conducting recruitments and onboarding activities
- Supporting in training and performance management
- Maintaining accurate and up to date human resources files and records
- Assist with staff termination processes
- Conducting day to day administration duties
- Assist with ensuring compliance with the organisation’s policies and procedures and labour laws.

#### What we are looking for

- Good communication skills (oral and written)
- High levels of integrity and confidentiality
- Attention to detail
- Good team player

#### Minimum qualifications:

- Bachelor’s degree in Human Resources Management, Organisational Psychology and/or Industrial Sociology
- Atleast one year experience in Human Resources and administration

#### How to apply

Do you feel you possess the above criteria? Do you have the vision, energy and initiative required? If you do, then this is the opportunity for you. To apply, submit your cover letter and CV to [jobs@zse.co.zw](mailto:jobs@zse.co.zw) and indicate the position being applied for on the subject line of the email. Deadline for applications is 5 February 2025.