



VACANCY

Job Title: People & Culture Graduate Intern
Location: Suburbs Office, Bulawayo x 1

Purpose of the position

World Vision Zimbabwe is seeking a passionate and detail-oriented Graduate Intern - People & Culture to support HR operations across grants and program areas. This internship offers hands-on exposure to key HR functions in a fast-paced, purpose-driven environment.

Major responsibilities

- Assist with recruitment, onboarding, and file management.
- Maintain up-to-date records in the HRMIS
- Support staff induction and policy compliance and in the coordination of employee wellness initiatives.
- Help implement training and performance management.
- Produce monthly HR reports and support internal communication.

Knowledge/qualifications for the role

- A recent graduate (within the last 12 months) with a minimum 2.1 degree in Human Resources, Psychology, or a related field.
- Sound understanding of HR principles and Zimbabwean labor law.
- Prior working knowledge of any HRMIS will be an asset.
- Excellent interpersonal and communication skills.
- High integrity, attention to detail, and ability to work independently.
- Computer literacy, including Microsoft Office, with emphasis on MS Word, and Ms. Excel.
- Required: A teachable attitude

What We Offer:

- A meaningful internship experience in a global humanitarian organization.
- Practical exposure to full-spectrum HR operations, systems, and strategy.
- A supportive, values-based work environment focused on growth and impact.

Interested applicants to submit a motivational letter, Curriculum Vitae and Copies of Certificates to zimo_careers@wvi.org not later than 12:00 noon, Thursday 21st August, 2025. All applications should be addressed to: The People & Culture Business Partner, World Vision Zimbabwe. Your email subject line must be Application for People & Culture Graduate Internship

Only shortlisted candidates will be contacted.
All qualified candidates are encouraged to apply