



Position: Human Resources & Public Relations Intern

The Department of Human Resources and Public Relations at Arrupe Jesuit University is looking for a competent and passionate undergraduate student who can work as an HR & PR Intern (industrial attachment). The applicant must be studying towards a bachelor's degree in Human Resource Management, Psychology, Communications, Marketing, Public Relations or related in Zimbabwe. The Intern will be reporting to the Human Resources and Public Relations Officer.

Duties and Responsibilities

The Intern's duties and responsibilities will include:

1. Develop and Maintain HR Compliance Knowledge

- Begins to develop a current knowledge of HR Laws and Regulations.
- Keeps abreast of new developments in the HR field.
- Develops a working knowledge of HR information databases and searchable resources.
- Keeps abreast of Document retention requirements

2. Pursue an Attitude of Learning and Development

- Attends seminars and meetings relative to the HR profession.
- Cultivate interpersonal skills
- Develop negotiating and public speaking skills
- Foster time management skills

3. HR Administration

- Assists in managing the recruitment process by sorting incoming applications and logging them into appropriate tracking spreadsheets, scheduling interviews and confirming applicant availability, mailing out offer letters and letters of regret.
- Participates and assists in career days and university social and networking events such as Onsite Admission, Exhibition Fairs, etc.
- Proofreads HR documents including audits, marketing information, and handbooks and distributes approved university policies in digital formats or hard copies.
- Makes meeting and travel arrangements.

4. Marketing and Public Relations

- Creates engaging content for media releases, social media platforms, and newsletters.

- Builds relationships with clients and potential clients, suppliers, and the media.
- Gives input on marketing initiatives and suggests creative ways to improve the institution's public image.

Person specification

- Proficiency in Word, Excel, PowerPoint, and e-mail, evidence of proficiency in English (written and oral), good research and analytical skills.
- The ability to work as part of a team, strong analytical and problem-solving skills, excellent administrative and organisational skills and detail-oriented.
- Ability to effectively learn and acquire new knowledge and skills, share knowledge and work in a strong team-oriented environment, prioritise workload and keep to strict content deadlines.
- Basic budget management skills to track spending on sponsorships, events, and marketing material.
- Comfortable with public speaking and engaging with customers.

To apply:

Applicants must submit six copies of applications of the following documents: application letter, an internship eligibility letter from the applicant's university/college, certified copies of academic certificates, national identity card/International passport, birth certificate and detailed curriculum vitae to:

**The Human Resources and Public Relations Officer
Arrupe Jesuit University
16 Link Road
Mt Pleasant
Harare**

OR

Email applications to hr@aju.ac.zw

The closing date for receipt of applications is **Tuesday, 07 March 2023**. Only shortlisted candidates will be contacted for an interview. The successful candidate will be expected to hold the position of HR & PR Intern for one year.

Further inquiries or questions about this advert should be directed to Human Resources and Public Relations Officer through the email address: **hr@aju.ac.zw**.

NB AJU is an equal opportunity employer as stipulated by its non-discriminatory policy.