



Achieving Business Excellence Through Standards

Graduate Trainee Programme

Applications are invited from suitably qualified and motivated graduates to join the Graduate Trainee Programme within the Finance and Admin Department and the Procurement Management Unit (PMU) at the Standards Association of Zimbabwe. The programme is designed to develop young professionals through structured on-the-job training, mentorship and exposure to core operational functions.

1. Position: Graduate Trainee – Finance Department

Main Responsibilities

- Process payments, receipts, invoices and maintain accurate financial records.
- Manage petty cash and support credit vetting and debtors follow-ups.
- Assist with reconciliations and year-end audit preparations.
- Support cost accounting tasks and respond to finance-related client queries.

Qualifications

- Degree in Accounting, Finance or equivalent
- Minimum 1 years' experience in accounting environment
- Understand basic accounting procedures.
- Knowledge of SAP business One an added advantage
- Skills in computer business systems including Microsoft Word, Excel, PowerPoint.

2. Position: Graduate Trainee – Procurement Management Unit (PMU)

Main Responsibilities

- Assist with procurement planning and supplier vetting.
- Maintain procurement records and support tender document preparation.
- Monitor supplier performance and stock levels for critical items.
- Coordinate with departments to ensure timely procurement requests.

Qualifications

- Degree in Purchasing and Supply, Supply Chain Management, Procurement, Logistics or related field.
- Minimum 1 years' experience in a professional organisation
- Knowledge of public procurement regulations is an added advantage.

How to Apply

Candidates who possess the qualifications and experience should send their applications accompanied by detailed CV to hr@saz.org.zw not later than 15 March 2026.

"SAZ is committed to an inclusive work environment that values diversity and promotes equal opportunities for all."