



Transforming natural resource management  
Empowering communities

Transformer la gestion des ressources naturelles  
Renforcer le pouvoir d'agir des communautés

## PROJECT SUPPORT INTERN

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| <b>Title:</b>         | Project Support Intern                 |
| <b>Location:</b>      | Harare, Zimbabwe                       |
| <b>Contract Type:</b> | Internship (Fixed term)                |
| <b>Duration:</b>      | (8 months) with possibility of renewal |
| <b>Reporting to:</b>  | Project Manager                        |

### About IMPACT

IMPACT transforms how natural resources are managed in areas where security and human rights are at risk. We investigate and develop approaches for natural resources to improve security, development, and equality. We are an independent non-profit, collaborating with local partners for lasting change.

IMPACT is headquartered in Ottawa, Canada, and has offices in Democratic Republic of Congo, Uganda, Zimbabwe, Côte d'Ivoire, and Burundi.

### About planetGOLD Zimbabwe

The planetGOLD Zimbabwe project is funded by the Global Environment Facility (GEF) and implemented by the United Nations Environment Programme (UNEP). In Zimbabwe, IMPACT is the executing agency. The project works with artisanal and small-scale gold mining communities to reduce mercury use while improving livelihoods, health, and environmental outcomes.

### Background

The Project Support Intern will support the effective functioning of finance, administrative and programme operations within the Zimbabwe office. The internship is designed to provide a graduate or early-career professional with practical, hands-on experience in programme and operational support and donor-funded project environments.

The role is structured to support learning, professional development, and exposure to international NGO operations, while contributing meaningfully to the efficiency and compliance of project implementation.

### Objectives of the Assignment

The primary objectives of this internship are to:

- Support efficient and compliant financial and administrative processes
- Strengthen documentation, filing, and internal control systems
- Contribute to accurate record-keeping and reporting
- Provide support to programme monitoring and reporting functions
- Build practical skills in finance, administration, and NGO operations



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## Duties and Responsibilities

The intern will assist in the following:

### 1. Finance and Administrative Support

- Assist in the preparation of payment requests and organizing of supporting documentation
- Assist with updating basic financial and activity trackers
- Support filing and maintenance of financial and administrative records
- Support office administration and logistics as needed

### 2. Monitoring & Evaluation (M&E) Support

- Assist with data entry and organization of programme records
- Support filing and maintenance of attendance lists, reports, and activity documentation
- Assist in maintaining M&E trackers and indicator records

### 3. General Support

- Participate in team meetings and learning sessions
- Contribute to knowledge management and internal documentation
- Support during project events and exhibitions
- Perform other duties as assigned

## Deliverables

The intern is expected to:

- Maintain accurate and well-organized financial and administrative records
- Ensure timely project support Maintain organized records and documentation
- Support preparation of reports and summaries
- Demonstrate learning, initiative, and professional growth

## Required Qualifications & Skills

### Education:

- Currently enrolled in, or recently graduated (within the past 1–2 years) from a degree in Finance, Accounting, Business Administration, Economics, Development Studies or a related field

### Experience & Skills:

- Basic understanding of accounting and financial processes
- Proficiency in Microsoft Office (especially Excel and Word)
- Strong organizational and attention-to-detail skills
- Good written and verbal communication skills
- Ability to manage multiple tasks and meet deadlines

### Desirable

- Prior internship or volunteer experience in an NGO or office environment
- Familiarity with accounting systems or ERP tools
- Basic understanding of Monitoring & Evaluation concepts





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### Competencies

- Integrity and professionalism
- Strong attention to detail and accuracy
- Willingness to learn and take initiative
- Ability to work independently and as part of a team
- Good organizational and time management skills
- Ability to work in a multicultural environment

### Supervision & Learning

The intern will work under the supervision of the Project Manager and will receive:

- On-the-job training and mentorship
- Exposure to donor-funded project operations
- Opportunities to develop technical and professional skills

### Internship Conditions

- This internship is designed for learning and professional development and does not constitute employment
- Any stipend or support will be provided in line with IMPACT policies
- Interns are responsible for personal medical insurance unless otherwise specified
- Interns may not represent IMPACT in an official capacity

### To apply

Send the following information by email to [jobs@impacttransform.org](mailto:jobs@impacttransform.org) no later than 15 June 2026

- A **cover letter** explaining your interest in the internship (maximum 2 pages)
- Your **curriculum vitae** (maximum 3 pages)

**In the subject of the email please state:** the position you are applying for and your name.

Only shortlisted candidates will be contacted. No emails, WhatsApp messaging, phone calls or walk-ins please.

***Failure to comply with the elements requested above will automatically lead to the rejection of the application.***

***IMPACT operates a ZERO tolerance policy on sexual exploitation, abuse and harassment***

