



Job Description: Communications Specialist Associate (Internship/Industrial Attachment)

Location: Hybrid (Harare-based with travel opportunities)

Duration: 8 Months – 1 Year (Attachment/Internship)

Application Deadline: 27 September 2025

About Us

StudyApplyPortal.com is an international student recruitment and advisory platform, helping students access universities and colleges worldwide. We are seeking a motivated Communications Specialist Associate (Intern) to join our team and support daily operations, projects, and student engagement initiatives. This role is ideal for students completing their required industrial attachment and looking for practical exposure in a dynamic, growth-oriented environment.

Role Description

The Communications Specialist will be responsible for developing and managing effective communication strategies across multiple channels, including email, social media, and the company website. This role requires bilingual proficiency **in English and French**, with excellent writing and editing skills in both languages. The ideal candidate will have proven experience in communication strategies, content creation, and social media management, combined with strong organizational skills and attention to detail to ensure clear, consistent, and impactful messaging.

Key Responsibilities

- Develop and implement communication strategies aligned with project objectives.
- Write, edit, and publish content for newsletters, press releases, social media, and website.
- Manage communication between the company, universities, and student applicants.
- Assist in creating bilingual (English/French) materials for students and partners.
- Handle inquiries from prospective students and partner universities professionally.
- Support promotional campaigns and maintain a consistent brand voice across Platforms.

Requirements (Non-Negotiable)

- A high-performance laptop
- Reliable home WiFi for uninterrupted/reliable strong and fast internet access
- A consistent power supply with backup options such as solar energy
- A quiet and distraction-free work environment
- As our workflows are fully remote, you must be available online during your working shift with stable internet and power

Application Process

Interested candidates should send: CV/Resume + LinkedIn Profile URL to:
attachment@studyapplyportal.com | Deadline 27 September 2025