REPUBLIC OF NAMIBIA

Omaheke Regional Council

Tel: 062-566500
Fax: 062-562432
Web Address: www.omahekerc.gov.na

Private Bag 2277
GOBABIS
Namibia

Enquiries: Mr. Tjeripo Tjihoreko
Our Ref:

INTERNSHIP OPPORTUNITIES

OFFICE OF THE CHIEF REGIONAL OFFICER
SECTION: INTERNAL AUDIT

2 x Post:	Administrative Officer (Graduate interns)
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Gobabis

Qualifications and Requirements:

- Certificate in Office Administration on Level 3
- Computer literate and fluency in English, both written and spoken

Responsibilities may include:

- Recording of all incoming and outgoing correspondences
- Minute taking, typing of correspondence
- Filing, maintaining office records, document preparation
- Carry out any other official duties assigned from time to time

DIRECTORATE: FINANCE AND ADMINISTRATION
DIVISION: ADMINISTRATION
DIVISION: FINANCE

4 x Post:	Accounts Assistant
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Gobabis

Qualifications and Requirements:

- Studying towards an appropriate Diploma on NQF L6 majoring in Accounting
- Computer literate and fluency in English, both written and spoken

Responsibilities may include:

- Adhere to all relevant legal instruments applicable to the daily operations.
- Carry out any other official duties assigned from time to time.

DIVISION: HUMAN RESOURCE MANAGEMENT

1 x Post:	Administrative Officer (HRD) (Graduate intern)
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Gobabis

Qualifications and Requirements:

- Office Administration on Level 3
- Computer literate and fluency in English, both written and spoken

Responsibilities may include:

- Filing (Tracing of files and filing of documents (Registry).
- Carry out any other official duties assigned from time to time

DIVISION: ADMINISTRATION

1 x Post:	Administrative Officer (Graduate intern)
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Gobabis

Qualifications and Requirements:

- Certificate in Office Administration on Level 3
- Computer literate and fluency in English, both written and spoken

Responsibilities may include:

- Recording of all incoming and outgoing correspondence
- Filing, maintaining office records and document preparation
- Carry out any other official duties assigned from time to time

SECTION: REGISTRY SERVICES

1 x Post:	Administrative Officer (Graduate intern)
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Gobabis

Qualifications and Requirements:

- Graduated with a Certificate in Records Management level 3
- Basic knowledge with registry and library background

Responsibilities may include:

- Filing (Tracing of files and filing of documents (Registry).

- Filing, maintaining office records and document preparation
- Carry out any other official duties assigned from time to time

SUBDIVISION: INFORMATION TECHNOLOGY

2 x Post:	Computer Technician (Graduate interns)
Internship Allowance:	N$ 2 244.85
Duration:	Three (3) months
Duty Station:	Gobabis

Qualifications and Requirements:

- A National Diploma or equivalent qualification in Information Technology on NQF Level 6.
- CompTIA A+ and CompTIA Network+

Responsibilities may include:

- Install, assemble and configure computers, monitors, network infrastructure and peripherals such as printers, scanners and related structures.
- Installation, maintenance and updating of antivirus software.
- Pull cables and rewire or direct the rewiring of cables as required for new installations and office configurations.
- Set up of email accounts, internet and network access.
- Computer hardware, software, network and peripheral maintenance and support.
- Carry out any other official duties assigned from time to time.

SUBDIVISION: AUXILLIARY SERVICES
SECTION: PROCUREMENT & STOCK CONTROL

3 x Post:	Administrative Officer (Graduate interns)
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Gobabis

Qualifications and Requirements:

- Certificate in Office Administration on Level 3
- Computer literate and fluency in English, both written and spoken

Responsibilities may include:

- Process Transactions
- Carry out any other official duties assigned from time to time.

SECTION: PUBLIC RELATIONS & MEETINGS

1 x Post:	Public Relations Officer (Graduate intern)
Internship Allowance:	N$2,244.85 per month
Duration:	Three (3) months
Duty Station:	Gobabis

Qualifications and Requirements:

- National Diploma NQF Level 6 or a Bachelor Degree NQF Level 7 in Public Relations/Media Studies/Corporate Communications
- Proficient in graphic design and video editing software
- Strong writing skills with excellent grammar
- Computer literate and fluency in English, both written and spoken

Responsibilities may include:

- Covering official events (taking photographs and videos)
- Drafting media releases and distributing them to the media
- Drafting stories for publication on social media, website and newsletter
- Editing videos and designing social media posts
- Monitor daily media coverage and compiling reports
- Carry out any other official duties assigned from time to time

DIVISION: ADMINISTRATION
SUBDIVISION: SETTLEMENT ADMINISTRATION:

1 x Post:	Artisan Handyman (Graduate intern)
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Tallismanus

Qualifications and Requirements:

- Trade Diploma/Certificate on Level 3 in plumping and pipefitting.

Responsibilities may include:

- Assist in performing all plumbing duties
- Carry out any other official duties assigned from time to time.

SUBDIVISION: SETTLEMENTADMINISTRATION

1 x Post:	Artisan Handyman (Graduate intern)
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Corridor 13

Qualifications and Requirements:

- Trade Diploma/Certificate on Level 3 in plumping and pipefitting.

Responsibilities may include:

- Assist in performing all plumbing duties
- Carry out any other official duties assigned from time to time

SUBDIVISION: CONSTITUENCY SUPPORT

1x Post:	Administrative Officer (Student intern)
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Otjombinde

Qualifications and Requirements:

- Certificate in Office Administration on Level 3-4

Responsibilities may include:

- Recording of all incoming and outgoing correspondence
- Minute taking, typing of correspondence
- Filing, maintaining office records, document preparation
- Carry out any other official duties assigned from time to time

SECTION: TRANSPORT

1 x Post:	Administrative Officer (Graduate intern))
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Gobabis

Qualifications and Requirements:

- Trade Diploma/Certificate on Level 3 in Auto Mechanics/ Auto Electrician.

Responsibilities may include:

- Prepare and issue trip authorities.
- Maintain daily log statements of all vehicles.
- Maintain archives of transport related documents.
- Prepare monthly reports on fuel and services.
- Contact contract dealers with regard to breakdowns.
- Drive a vehicle in the absence of a driver. (Assist with driving if required by supervisor)
- Assign drivers to specific tasks.

- Assist in coordinating the activities of drivers (Reason: entry position, no supervisory role)
- Liaise with the drivers for the collection and transportation of items.
- Carry out any other official duties assigned from time to time

DIRECTORATE: DEVELOPMENT PLANNING, MONITORING AND EVALUATION
DIVISION: PLANNING AND DEVELOPMENT
SUBDIVISION: PLANNING AND DEVELOPMENT

1x Post:	Economist (Student intern)
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Gobabis

Qualifications and Requirements:

- Studying towards an appropriate B. Degree or equivalent qualification on NQF L7 with one or more of the following major subjects: Economics, Business Economics, Accountancy or Cost Accounting.
- Ability to conduct comprehensive professional research
- Good analytical skills
- Sound knowledge of the Namibia Economics /Policies/Strategies
- Good oral and written communication skills

Responsibilities may include:

- Assist with synopsis of stakeholders' inputs
- Assist with the arrangement of stakeholder's consultation engagements
- Prepare written reports, analysis, briefings and memoranda as required
- Carry out any other official duties assigned from time to time

SUBDIVISION: PLANNING AND DEVELOPMENT

1x Post:	Development Planner (Graduate intern)
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Gobabis

Qualifications and Requirements:

- A Bachelor's Degree on NQF Level 7 in Rural and Regional Development / Community Development /Development Studies / Economics / Monitoring & Evaluation

- Ability to conduct comprehensive professional research
- Sound knowledge of the Namibia Economics /Policies/Strategies
- Good oral and written communication skills

Responsibilities may include:

- Assist with synopsis of stakeholders' inputs
- Assist with the arrangement of stakeholder's consultation engagements
- Prepare written reports, analysis, briefings and memoranda as required
- Carry out any other official duties assigned from time to time

DIVISION: RURAL SERVICES

1 x Post:	Administrative Officer (Graduate intern)
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Gobabis

Qualifications and Requirements:

- Certificate in Office Administration on Level 3
- Computer literate and fluency in English, both written and spoken

Responsibilities may include:

- Recording of all incoming and outgoing correspondences
- Minute taking, typing of correspondence
- Filing, maintaining office records, document preparation
- Carry out any other official duties assigned from time to time

DIVISION: TECHNICAL SERVICES

2 x Post:	Administrative Officer (Graduate interns)
Internship Allowance:	N$ 2 244.85 per month
Duration:	Three (3) months
Duty Station:	Gobabis

Qualifications and Requirements:

- Certificate in Office Administration Level 3

Responsibilities may include:

- Recording of all incoming and outgoing correspondence
- Minute taking, typing of correspondence
- Filing, maintaining office records, document preparation
- Carry out any other official duties assigned from time to time

Enquiries: Mr Tjeripo Tjihoreko at ttjihoreko@omahekerc.edu.na
Tel: 062-566500

Application procedures:
Detailed cover letter outlining interest in internship, CV, certified copies of Identify Document (ID), proof of registration(s) / academic record(s) / qualification. All foreign obtained qualification(s) must be accompanied by an evaluation letter from Namibia Qualification Authority (NQA) and should be addressed to:

The Chief Regional Officer
Omaheke Regional Council
Private Bag 2277,
Gobabis

Or hand delivered to:
Omaheke Regional Office Park
Human Resources Division, 1st Floor
Portion 39; Gobabis Townlands
GOBABIS

MR. PECKA SEMBA
CHIEF REGIONAL OFFICER

OMAHEKE REGIONAL COUNCIL
PRIVATE BAG 2277
2025 -12- 08
GOBABIS
CHIEF REGIONAL OFFICER

ADVERTISEMENT DATE: 05 DECEMBER 2025
CLOSING DATE: 19 DECEMBER 2025