



REPUBLIC OF NAMIBIA

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE
OFFICE OF THE EXECUTIVE DIRECTOR

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NAMIBIA

INTERNSHIP OPPORTUNITIES

Designation: 2x Intern (Human Resource Practitioner)
Subdivision: Human Resources
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Human Resources Management/Development.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 2x Intern (Administrative Officer)
Subdivision: Human Resources
Section: HR Registry
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Business Administration, Business Management or Records Management or Records & Archives Management.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 2x Intern (Administrative Officer)
Subdivision: Office Support
Section: Transport
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

All official correspondence must be addressed to the Executive Director

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Transport Management, Business Management, Public Management or Logistics & Supply Chain Management.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 1x Intern (Administrative Officer)
Subdivision: Office Support
Section: Stores (Stock Control)
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Business Administration, Public Management or Logistics & Supply Chain Management.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 2x Intern (Administrative Officer)
Subdivision: Office Support
Section: Main Registry
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Records Management, Records & Archives Management.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 2x Intern (Administrative Officer)
Subdivision: Office Support
Section: Procurement
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Logistics and Supply Chain Management/Procurement Management.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 2x Intern (Administrative Officer)
Subdivision: Office Support
Section: Internal Audit Unit

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Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Auditing/Accounting or Finance.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 1x Intern (Security Operations Assistant)
Subdivision: Security and Risk Management Services
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Security Management, Police Science, Military Science or any related field of study.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 2x Intern (Sport Officer)
Subdivision: Sport Development
Section: Anti-Doping Office
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Public Management, Communication or Paramedics.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 3x Intern (Sport Officer)
Directorate: Sport Development
Duty Station: 1x Windhoek, Head Office
1x Windhoek NSSU
1x Otjinene Sport Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Sport Management.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 4x Intern (Horticulturist)
Directorate: Sport Development

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Duty Station: 1x Windhoek, Independence Stadium
1x Oshakati Stadium
1x Khorixas Stadium
1x Rundu Stadium
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Horticulture.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 1x Intern (Finance)
Directorate: Sport Development
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Accounting, Accounting and Finance, Financial Management etc.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 1x Intern (Administrative Officer)
Directorate: Youth Development
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Business Administration.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 1x Intern (Administrative Officer)
Directorate: Youth Development
Division: Programs
Subdivision: Research
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Business Administration.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

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Designation: 1x Intern (Administrative Officer)
Directorate: Youth Development
Division: Youth Skills Training
Duty Station: Frans Dimbare Youth Skills Training Centre
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Business Administration.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 1x Intern (Administrative Officer)
Directorate: Youth Development
Division: Employment and Training
Subdivision: Youth Skills Training
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Business Administration.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 1x Intern (Administrative Officer)
Directorate: Youth Development
Division: Programs
Subdivision: Information
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Business Administration.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

Designation: 2x Intern (Psychologist)
Directorate: Youth Development
Duty Station: 1x Katutura Youth Centre
1x Katima Mulilo MPYRC
Duration: three (3) months
Internship Allowance: N\$2, 244.85 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Psychology or Occupational Health and Safety.

Additional requirement: Applicant must be a first-time intern, never placed before. Graduates are also encouraged to apply.

All official correspondence must be addressed to the Executive Director

To applicants;

- i. An application cover letter
- ii. Comprehensive Curriculum Vitae accompanied by certified copies of educational qualifications and identity documents.
- iii. Recommendation letter from the institution supporting the placement or need for placement.
- iv. Preference will be given to students for whom an internship is a graduation requirement i.e. Work Integrated Learning (WIL).
- v. All qualified candidates to undergo interview.

**THE EXECUTIVE DIRECTOR
MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE
PRIVATE BAG 13391
WINDHOEK**

HAND DELIVERY AT: Ministry of Sport, Youth and National Service
Directorate: General Services
Subdivision: Human Resources
Ministry of Education Building
Government Office Park

Closing date: Tuesday, 31st December 2024


Mr. Mbumba Erastus Haitengela
EXECUTIVE DIRECTOR

18/12/2024
DATE