



OSHAKATI TOWN COUNCIL
"The Commercial Centre of the North"

GRADUATE INTERNSHIP OPPORTUNITIES FOR
TWO (2) YEARS PERIOD
(1ST JULY 2026 TO 30TH JUNE 2028)

ARE YOU A GRADUATE OR A RECENT GRADUATE
WITH THE FOLLOWING FIELDS:

INFRASTRUCTURE & TECHNICAL – Graduate Intern :

Receptionist 1x

- National Diploma in Office Administration on NQA Level 3

EMERGENCY – Graduate Intern : Receptionist 1x

- National Diploma in Office Administration on NQA Level

Graduate Intern : FIRE FIGHTER VOLUNTEERS 6x

- Basic Fire Fighting Certificate
- First Aid Certificate
- Namibian Citizen.

OFFICE OF THE CEO – Graduate Intern : Assistant Corporate Officer 1x

- Bachelor Degree in Business Administration/Management, Bachelor Degree in Public Management/Administration

LOCAL ECONOMIC DEV – Graduate Intern : Assistant LED Officer 1x

- Bachelor Degree in Economics/Marketing

PROCUREMENT M – UNIT - Graduate Intern : Assistant Procurement 1x

- Bachelor Degree in Procurement & Supply Chain Management

HR AND ADMIN – Graduate Intern : HR Assistant 1x

REMUNERATION

N\$4 741.68 (PER MONTH)

QUALIFICATIONS AND REQUIREMENTS:

- NQF EVALUATION REPORT FOR FOREIGN OBTAINED
- PROOF OF REGISTRATION WITH PROFESSIONAL BODIES
- MUST BE EAGER TO LEARN
- ATTENTION TO DETAIL
- GOOD WRITTEN & VERBAL COMMUNICATION
- COMPUTER LITERATE
- PUNCTUALITY

Please submit a detailed CV, proof of citizenship and certified copies of qualifications to be attached to your application and then be forwarded/addressed to: **Chief Executive Officer, Oshakati Town Council, Private Bag 5530 Oshakati OR hand deliver at Oshakati Town Council Civic centre, Erf 906 Sam Nujoma Avenue, Oshakati East**

Enquiries can be directed to the Department of Human Resources & Admin at 065 229500/546. Previously disadvantaged Namibians, women and people with disability are encouraged to apply. No documents will be

- Bachelor Degree in Human Resources Management

FINANCE – Debt Collectors 3x

- Bachelor of Accounting and Finance.

Graduate Intern : BILLING ASSISTANT 1x

- Bachelor of Accounting and Finance/Business Administration/Management

STORE – Graduate Intern: Assistant Store Officer 1x

- Bachelor Degree in in Supply Chain Management/ Logistics, Warehousing, or Operations Management.

PUBLIC HEALTH – Graduate Intern :Administrative Assistant x1

- Bachelor Degree in Environmental or Health related.

TRAFFIC – Graduate Intern :Traffic Administrator 1x

- A Bachelor's Degree or Diploma in:
- Transport Management
- Traffic Law Enforcement / Policing

PUBLIC RELATIONS – Graduate Intern :Assistant CCO 1x

- Bachelor of Communications or Diploma in Public Relations

TOWN PLANNING - Graduate Intern:Property Assistant 1x

- Diploma in in Land Administration or Property Studies

returned. Only short-listed candidates will be contacted. Foreign qualifications should be accompanied by evaluation reports from NQA.

NB//COUNCIL RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT BEFORE OR AFTER INTERVIEWS WITHOUT NOTICE TO APPLICANTS.

NO EMAILED OR FAXED APPLICATIONS WILL BE ACCEPTED.

Enquiries can be directed to the Department of Human Resources Department at 065 – 229546

Date of Publishing: Wednesday, 27th May 2026

Closing date: Tuesday, 23rd June 2026 at 17h00.

