



REPUBLIC OF NAMIBIA

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

Private Bag 13344
WINDHOEK
NAMIBIA

OFFICE OF THE EXECUTIVE DIRECTOR

Tel: (+264-61) 283 2386/7
Fax: (+264-61) 251297
Email: ED-Office@mict.gov.na

INTERNSHIP ADVERT

DIVISION: GENERAL SERVICES
SUB-DIVISION: HR ADMINISTRATION

1X Post: Human Resources Practitioner (Intern)
Internship allowance: N\$ 2,076.00 per month
Duration: Three (3) Months
Duty Station: Windhoek

Minimum Requirements: Applicant must be in the **final year** of study towards Human Resources Management or related fields.

Additional Requirements: Computer literacy

Scope of work and tasks:

- Perform efficient and effective HR administration.
- Processing of -:
Recruitment, pension related matters, leave / leave gratuity, housing loan scheme, housing subsidy, medical aid scheme, progress reports, transfers, translation, secondments, resignations, departmental debts, abscondments, demises, salary increments etc.

ENQUIRIES: Mr. Edward Ndjamba, Tel No: 061 283 2385



SUB-DIVISION:**INFORMATION TECHNOLOGY**

IX Post: IT Technician (Intern)
Internship allowance: N\$ 2,076.00 per month
Duration: Three (3) Months
Duty Station: Windhoek

Minimum Requirements: Applicant must be in the **final year** of study majoring in Systems Administration and Networking.

Scope of work and tasks:

- User support, IT Helpdesk, and assisting with IT related tasks.

ENQUIRIES: Ms. Eva-Liisa Kafita, Tel No: 061 283 2065/Mr. Edward Ndjamba, Tel No: 061 283 2385

DIVISION: AUDIOVISUAL MEDIA, COPYRIGHTS SERVICES AND REGIONAL OFFICES**SUB- DIVISION:****KAVANGO WEST REGIONAL OFFICE**

IX Post: Information Officer/Media Officer (Intern)
Internship allowance: N\$ 2,076.00 per month
Duration: Three (3) Months
Duty Station: Nkurenkuru

Minimum Requirements: Applicant must be in the **final year** of study towards Journalism, Media Studies or Media Communication.

Scope of work and tasks:

- To facilitate computer training, do news story write-ups, reports, minutes taking, community outreach, media invites, press releases, conduct interviews, moderating, live presentation, social media updates, layout & graphic design.

ENQUIRIES: Mr. Beatus Arnat, Tel No: 066-264993/Mr. Edward Ndjamba, Tel No: 061 283 2385



SUB- DIVISION:

HARDAP REGIONAL OFFICE

IX Post: Information Officer/Media Officer (Intern)
Internship allowance: N\$ 2,076.00 per month
Duration: Three (3) Months
Duty Station: Mariental

Minimum Requirements: Applicant must be in the **final year** of study towards Journalism, Media Studies, Media Communication.

Scope of work and tasks:

- Assist with information dissemination through information sharing sessions
- Contribute articles and photographs
- contribute to quarterly newsletter
- feed online social media platforms with updated news stories
- Source developmental stories-generate story ideas
- Assists stakeholders in the region with requests

ENQUIRIES: Ms. Tracey Kauzuu, Tel No: 063 242 830/Mr. Edward Ndjamba,
Tel No: 061 283 2385

The applicants must attach a:

- a) Motivational cover letter;
- b) Latest Curriculum Vitae;
- c) Certified copies of the Identity Document and academic record.

Applications should be forwarded/ hand delivers to:

The Executive Director;
Ministry of Information and Communication
Technology Private Bag 13344, Windhoek, Namibia
OR

HAND DELIVERY AT: The Human Resources Office, First City Center Building,
3rd floor, Independence Avenue, Windhoek OR At Any
closest MICT Office.

CLOSING DATE: 01 JULY 2022

