

## INTERNAL/EXTERNAL VACANCY

### ADMINISTRATION CLERK (ARCHIVES) INTERN X1

**Business Unit:** Office of the CEO

**Duty Station:** Walvis Bay

Erongo Regional Electricity Distributor Company (Pty) Ltd, commonly known as Erongo RED is mandated to distribute and supply electricity in the Erongo Region. We are proud to announce that Erongo RED is an equal opportunity employer. Qualified applicants from the designated groups defined in the Affirmative Action (Employment) Act, Act No. 29 of 1998 are encouraged to apply. Preference will be given to women and persons with disability.

#### THE PURPOSE OF THE JOB:

The role of the Administration Clerk (Archives) Intern is to support with general office administrative, operational, document storage and referencing functions in the Archives of Erongo RED and any other related tasks that may be assigned.

#### QUALIFICATIONS REQUIRED:

- 3<sup>rd</sup> or 4<sup>th</sup> or final year Bachelor's Degree in Records Management / Business Administration / Business Management.

#### ADDED ADVANTAGE:

- Code B Driver's License

#### SPECIFIC SKILLS:

- Business & analytical skills
- Good Communication skills
- Teamwork
- Problem solving skills
- Self-Management
- Planning and organising
- Interpersonal and soft skills
- Ability to handle confidential information

#### OTHER REQUIREMENTS:

- Work Intergrated Learning Letter (WIL)

Applicants who comply with the above-mentioned requirements may submit their CV's plus certified copies of educational qualifications to: **Ms. Jenny Hoebes: Human Capital and Corporate Services Division, P.O. Box 2925, Walvis Bay, Contact Details: 064-201 9051 or hand deliver at Erongo RED Head Office, 91 Hage Geingob Street, Walvis Bay.** Please note that a psychometric assessment and a pre-employment medical assessment will be conducted. Only short-listed candidates will be contacted for interviews, no documents will be returned and no faxed or e-mailed applications will be accepted.

**Closing Date: Friday, 10 April 2026**