

VACANCIES



JOB POST



Ondangwa
Town Council

ONDANGWA TOWN COUNCIL
B1, Ondangwa Main Road,
Ondangwa
Private Bag 2032,
Ondangwa, Namibia
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LOCAL NOTICE BOARD ADVERTISEMENT

INTERNSHIP OPPORTUNITY

Ondangwa Town Council as an equal opportunity employer is hereby inviting all prospective graduates who are eligible to apply for the following internship opportunity.

Job Title: Graduate Intern: Public Relations X 1

Department: Office of the Chief Executive Officer

Duration of Internship: Six (6) months

Allowance: N\$ 3500.00 per month

2. Requirements

- Bachelor of Public Relations/Media Studies/ Journalism Majoring in Public Relations
- Basic skills in Video editing and photography
- Basic skills in Graphic Design
- Must be creative and work on own initiatives
- Social Media presence, NB: Provides Social Media handles.
- Any relevant experience will be an added advantage

3. Key performance areas:

- Assisting with writing press releases, media advisories.
- Drafting and editing content for social media, websites, and internal communications.
- Monitoring media coverage and preparing media reports or press clippings.
- Researching journalists, media outlets, industry trends, and target audiences.
- Helping organize events such as press conference if needed.
- Maintaining media contact lists and updating communication databases.
- Responding to basic inquiries from clients, the public, or media under supervision.
- Assisting with the creation of communication campaigns.
- Taking photographs or videos and helping create multimedia content for digital platforms.

All correspondences must be addressed to the Chief Executive Officer

- Tracking social media engagement and preparing performance reports.
- Providing general administrative support, including scheduling meetings under the CEO office or maybe as assigned, filing documents, and preparing meeting notes.
- Collaborating with marketing and communications teams on campaigns and special projects.
- Ensuring all communications align with the organization's brand and messaging guidelines.
- Performing other tasks assigned by supervisors to support the PR Section.

NB

- Only signed off written applications accompanied by a comprehensive CV plus originally certified copies of Namibian Identification Document, and all attached documents not older than 3 (three) months will be considered.
- Academic documents should be accompanied by academic record
- Foreign qualification must be accompanied by the NQA evaluation report.
- Only short-listed candidates will be contacted.
- No fax applications or email will be accepted.

Enquiries: Mr. Simeon Iifo / Ms. Anna Namwele

Tel: 065-240101

Mailing Address: Chief Executive Officer

Ondangwa Town Council

Private Bag 2032

Ondangwa

Closing Date: Friday, 31st July 2026

