



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

YOUTH, SPORTS AND NATIONAL SERVICE

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WINDHOEK

INTERNSHIP OPPORTUNITIES 2026

Designation: 1x Private Secretary Intern
Division: General Services
Section: Office of the Director
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 357.10 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Office Administration/Management, Secretarial Studies, or any related and appropriate qualification. Graduates are also encouraged to apply.

Designation: 2x Administrative Officer
Division: General Services
Subdivision: Office Support
Section: Transport
Duty Station: Windhoek, Head Office
Duration: three (3) months
Internship Allowance: N\$2, 357.10 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying toward Transport Management, Vehicle Fleet Management and Logistics and/or any related and appropriate qualification. Graduates are also encouraged to apply.

To applicants;

- i. An application cover letter;
- ii. Comprehensive Curriculum Vitae accompanied by certified copies of educational qualifications/transcripts and identity documents;
- iii. Recommendation letter from the institution supporting the placement or need for placement (students ONLY);
- iv. Applications can be emailed to: Simon.Moses@meivsac.gov.na

All official correspondence must be addressed to the Executive Director

- v. Only shortlisted candidates will be contacted, subjected for written test interview and no documents will be returned to unsuccessful applicants.

**THE EXECUTIVE DIRECTOR
MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE
DEPARTMENT YOUTH, SPORTS AND NATIONAL SERVICE
PRIVATE BAG 13186
WINDHOEK**

HAND DELIVERY AT: Ministry of Education, Innovation, Youth, Sports, Arts and Culture
Department: Youth, Sport and National Service
Division: Human Resource Administration
Sub-Division: Human Resources
Section: Training and Development
2nd Floor, Office Number: 205
Ministry of Education Building
Government Office Park

Closing date: Friday, 31 July 2026


Gerard Norman Vries
EXECUTIVE DIRECTOR

