



Republic of Namibia

Ministry of Urban and Rural Development

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Our Ref.:28/R
Your Ref.

NOTICE BOARD VACANCY

The Ministry of Urban and Rural development is calling for qualifying Interns for internship opportunity.

DIRECTORATE: FINANCE, HUMAN RESOURCE, ADMINISTRATION & INFORMATION TECHNOLOGY

Division	:	Human Resources Management and Development
3x Posts	:	Windhoek
Post Designation	:	Graduate Intern (Human Resources Practitioner) 1x Post
Post Designation	:	Student Intern (Human Resources Practitioner) 2x Posts
Monthly Allowance	:	N\$ 2,244.00 Per month
Internship Period	:	Three (3) months

Minimum Requirements: An appropriate National Diploma on NQF L6 in Human Resources management for Graduate Intern and for Student interns, the candidate must be a third/fourth year student and proof must be attached.

Additional Requirements: Preference will be given to applicants with good knowledge of MS Office (Word, Excel, Outlook, PowerPoint).

Further Important notes to applicants:

- The "Application for Employment"-form (new format) as well the "Health Questionnaire" (both forms are available at all Offices/Ministries/Agencies) should be properly completed and signed. Please note that fax- and email-applications will **NOT** be considered. A cover letter will also be accepted
- "Application for Employment"-forms should be accompanied by certified copies of the applicant's highest qualifications (together with the academic transcript in respect of such qualifications).
- Certified copies of evaluation certificates in respect of foreign qualifications (obtainable from the Namibia Qualifications Authority) should also be attached. The mentioned certified copy of the evaluation certificate from the Namibia Qualifications Authority should be available at the time of shortlisting. Failure to adhere to this will automatically disqualify the application. (Qualifications obtained from UNAM, NUST/PoN and IUM are excluded from this requirement.)
- Only shortlisted candidates will be contacted, and no documents will be returned to

All official correspondence must be addressed to the Executive Director

unsuccessful applicants.

- Applications received after the closing date will not be considered.

Closing Date: 10 July 2026

Applications (on form 156043 obtainable at all government offices) together with a comprehensive Curriculum Vitae and certified copies of educational qualifications (if any) must be submitted to the following address:

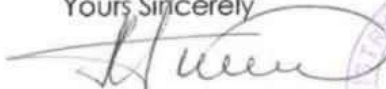
**The Executive Director
Ministry of Urban and Rural Development
Private Bag 13289
WINDHOEK**

Or hand delivery at:

**The Human Resource Office
Ministry of Urban and Rural development
Rooms 108 A
1st Floor Government Office Park**

Enquiries: Ms. Albertina Iileka Tel: 061 297 5172

Yours Sincerely


**DR. WILHELMINE SHIVUTE
EXECUTIVE DIRECTOR**

