



## **GRADUATE INTERN WANTED**

The Namibian Competition Commission ("the Commission"), a statutory body established in terms of the Competition Act, No 2 of 2003 ("the Act") seeks to engage the services of ONE (1) **GRADUATE HUMAN CAPITAL INTERN** for a period of at least twelve (12) months. The engagement period may be extended as the need arises.

### **1. GRADUATE HUMAN CAPITAL INTERN (F&A)**

#### **Responsibilities**

The intern will be attached to the Commission's Finance & Administration (F&A) Division and will *inter alia* be responsible for assisting with the following functions:

- Support the recruitment process by reviewing resumes and coordinating interview schedules.
- Facilitate the employee onboarding process by arranging venues and ensuring a seamless transition into the Commission.
- Provide administrative support to the Manager: Human Capital, including document management, filing, and data entry.
- Assist with various Human Capital activities and initiatives as assigned.
- Maintain training records and monitor employee development progress.
- Contribute to the preparation of monthly statutory reports.

#### **Requirements**

- A bachelor's degree in Human Resources Management, Industrial Psychology, or Organizational Psychology.
- Strong attention to detail with excellent organizational skills.
- Proficiency in the Microsoft Office Suite (Word, Excel, and PowerPoint)
- Ability to maintain confidentiality and handle sensitive information.
- Eagerness to learn and a passion for human Capital.
- Ability to work independently and in a team
- Good communication and interpersonal skills.

#### **Application Procedure:**

Interested candidates should register and upload their application consisting of:

- a cover letter.
- detailed curriculum vitae, which should include three contactable references.
- certified copies of qualifications; and

- an academic record

Interested candidates, kindly visit our website for applications: [www.nacc.com.na/vacancies/](http://www.nacc.com.na/vacancies/) for more information.

**NO E-MAIL OR HAND DELIVERED APPLICATIONS WILL BE ACCEPTED.** Enquiries in respect of the above position should be send to [ndapewa.lukolo@nacc.com.na](mailto:ndapewa.lukolo@nacc.com.na) or contact (061) 224622.

**Closing date: 26 February 2025**