

EXTERNAL VACANCIES

SIX 6 MONTHS JOB INTERNSHIP

Business Unit: Supply Business
Duty Station: Walvis Bay
Field of Study: Accounting , Business Administration ,
Information Systems or Related Field

SIX 6 MONTHS JOB INTERNSHIP

Business Unit: Supply Business
Duty Station: Walvis Bay
Field of Study: Electrical Engineering X2

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.

PURPOSE OF THE JOB:

To assist in improving the accuracy and completeness of customer data within the vending system and support the token refund process. The intern will identify and correct missing or incorrect customer information and help with refund issuance.

REQUIREMENTS:

- Currently pursuing or recently completed a diploma or degree in Accounting, Business Administration, Information Systems, or a related field.
- Strong attention to detail and organizational skills
- Good communication skills, especially for customer outreach.
- Basic understanding of data management principles.
- Proficiency in Microsoft Excel or other spreadsheet tools

KEY PERFORMANCE AREAS:

- Audit customer records to identify missing or incorrect address and contact details.
- Conduct outreach (via phone, email, or other channels) to verify and update customer information.
- Collaborate with internal teams to cross-reference and validate data from other systems or records.
- Maintain a log of corrections and updates made, including sources of verification.
- Assist in developing a checklist or process guide to prevent future data entry errors.
- Support the token refund process
- Provide weekly progress reports

PURPOSE OF THE JOB:

To ensure the integrity, accuracy, and completeness of metering data across the customer base by conducting thorough inspections, validations, and rectifications of meter audit outputs. This role supports operational efficiency and revenue protection by maintaining clean, reliable datasets within both the customer metering databases and the Geographic Information System (GIS). The incumbent will play a critical role in bridging technical field data with administrative systems, enabling informed decision-making, optimized asset management, and enhanced service delivery.

QUALIFICATIONS REQUIRED:

- BSc, B. Eng or B. Tech in Electrical Engineering (4th year or graduated)
- Technical Software Proficiency
- Metering System Knowledge
- GIS Systems Competency
- Data Management Principles
- Administration & Document Control
- Analytical Thinking
- Communication Skills

KEY PERFORMANCE AREAS:

- Ensure all meter locations and attributes are accurately reflected in the GIS system; reconcile discrepancies between field data and digital maps.
- Regularly update customer profiles and metering point records to reflect changes from audits, installations, or rectifications.
- Ability to navigate, update, and validate geospatial data using GIS platforms, ensuring alignment between physical assets and digital records.
- Familiarity with database structures, data validation techniques, and version control to maintain clean and reliable datasets.
- Capable of organizing, archiving, and retrieving technical and operational documents in accordance with internal protocols. Ability to identify inconsistencies, troubleshoot data anomalies, and propose corrective actions based on audit findings.
- Clear written and verbal communication for reporting findings, collaborating across departments, and supporting customer-related queries.
- Ensure all meter locations and attributes are accurately reflected in the GIS system; reconcile discrepancies between field data and digital maps.
- Regularly update customer profiles and metering point records to reflect changes from audits, installations, or rectifications.
- Analyse data collected during meter audits, identify anomalies or missing entries, and initiate corrective actions to ensure data integrity.
- Review, revise, and standardize meter inspection forms to improve data capture quality and audit traceability.
- Maintain structured databases, generate periodic reports, and support internal stakeholders with accurate data for planning and operational decisions.
- Ensure all data handling and updates comply with internal standards, regulatory requirements, and audit protocols.
- Collaborate with technical, customer service, and IT teams to ensure seamless integration of metering data across platforms.

Applicants who comply with the above-mentioned requirements may submit their CV's plus certified copies of educational qualifications to: Mrs. Jenny Hoebes: Human Capital and Corporate Services Division, P.O. Box 2925, Walvis Bay, Contact Details: 064-201 9050 or hand deliver at Erongo RED Head Office, 91 Hage Geingob Street, Walvis Bay. Please note that no documents will be returned and no faxed or e-mailed applications will be accepted. Only short listed candidates will be contacted for interviews.

Closing Date: Tuesday, 23 September 2025

Erongo RED Head Office, 91 Hage Geingob Street
P. O. Box 2925, Walvis Bay, Namibia
Tel: +264 64 201 9000 Fax: +264 64 201 9001

erongored.com