

VACANCIES



JOB POST



Ondangwa
Town Council

ONDANGWA TOWN COUNCIL
B1, Ondangwa Main Road,
Ondangwa
Private Bag 2032,
Ondangwa, Namibia
Tel: +264-65-240101
Fax: +264-65-240453
Email: ceoadmin@ondangwatown.com

GRADUATE INTERNSHIP OPPORTUNITY - NOTICE BOARD EXTERNAL ADVERTISEMENT

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

1. Title: Graduate Intern: Marketing x 1 (6 months contract)

Department: LED, Environmental Management and Community Services

Section: Local Economic Development & Marketing

Allowance: N\$ 3500.00 per month

PURPOSE OF THE INTERNSHIP

- Assist with designing marketing and promotional materials for Ondangwa Trade & Industry Exhibition (OTIE) for 2026
- Assist with applications and correspondence of OTIE 2026
- Assist with email marketing efforts
- Following up on correspondences
- Draft designs events notice and flyers in consultation with LED Officer
- Assist in designing basic graphics and visuals
- Assist with event planning and logistics
- Attend meetings and take minutes
- Assist with any administration related work

REQUIREMENTS

- Bachelor's degree (3 years) in Marketing or Business Management/Administration- majoring in marketing.

ADDED ADVANTAGE

- Must attach most recent academic testimonial.
- A Code B Driving License

The Council offers the following benefits:

- An allowance of N\$ 3500.00 per month

NB:

- Only signed-off written applications accompanied by a comprehensive CV plus originally certified copies of Namibian Identification Document, qualifications and all other relevant documents not older than 3 months will be considered.
- All foreign qualifications must be accompanied by the evaluation report from Namibian Qualification Authority

All correspondences must be addressed to the Chief Executive Officer

- Only short-listed candidates will be contacted.
- No fax applications or email will be accepted.
- No documents will be returned to applicants

Enquiries: Mr. Simeon Iifo/ Ms. Anna Namwele
Tel: 065-240101
Fax: 065 -240453

Mailing Address: Chief Executive Officer
Ondangwa Town Council
Private Bag 2032
Ondangwa

Closing Date: Wednesday, 17th December 2025

