

V A C A N C Y

HUMAN RESOURCE INTERN: **X 1 WINDHOEK HEAD OFFICE**

Purpose of position:
To obtain workplace experience through training, exposure and performing allocated work in a business environment with the aim of meeting the requirements for qualification. To get some basic experience in the relevant to the qualification currently registered for/or may have recently completed.

Key Accountabilities:

- Deliver work activities according to set standards to satisfy customers.
- Attend learning initiatives to improve work quality and enhance own skills.
- Own and live up to the company values.
- Execute own work according to set operating procedures service level agreements
- Execute work in line with governance and compliance processes
- Plan and organise own tasks to make sure that performance targets are met and standard operating procedures are adhered to (daily to 3 months)
- Deliver services in a way that satisfies internal and external clients
- Prepare and distribute reports
- Execute work activities effectively and efficiently to maximise financial performance
- Provide continuous feedback and task delivery to support decision making.

Qualifications, Experience and skills:

- Grade 12 certificate
- 0 to 3 months experience
- Currently registered for a qualification
- Fluency in Afrikaans and English.
- Basic business administration knowledge
- Must be able to work well with people
- Planning and organising
- Relating and networking
- Delivering results and meeting customer expectations
- Be able to handle pressure, set back and conflict situations.
- Valid passport and police clearance certificate.
- Valid Driver's License (Code 08).
- Namibian Citizenship.



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People -Competencies Skills & Attributes
Teamwork and Diversity Team Player and works well with other colleagues within their Region
Dealing with ambiguity Change agility, Self-management
Embrace Change
Communicate Effectively Confident, Informal communications skills, Active listening skills, Selling skills

cic.recruitment@cic.com.na - **When forwarding your application via email, please ensure that your information is consolidated and that your email attachments are limited to three (3). Please indicate which position you are applying to in the subject line.**

Please note that only short listed candidates will be contacted, and that no documentation will be retumed. Applicants who are not contacted within two weeks from the closing date should consider their application unsuccessful.

As per Affirmative Action (Employment) Act, Act 29 of 1998 Namibian Citizens from previously disadvantaged groups will enjoy preferential treatment.

CLOSING DATE FOR APPLICATIONS: 30 November 2026