REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

EDUCATION, INNOVATION, ARTS AND CULTURE

INTERNSHIP OPPORTUNITIES

DEPARTMENT HIGHER EDUCATION, TRAINING, RESEARCH AND INNOVATION
DIRECTORATE VOCATIONAL EDUCATION AND TRAINING

Post Designation	:	Graduate Intern **(Administrative Officer)**
2x Post	:	Windhoek
Division	:	Loudima
Duration	:	Six (6) months
Internship Allowance	:	N$2, 2357.10 per month

Minimum requirements: A Certificate in Office Administration at NQF level 3.

Duties: General office administration, records management, coordination of meetings, scheduling of appointments, dispatching correspondences and perform other duties assigned for the period of the internship.

Designation	:	Graduate Intern **(Education Officer)**
2x Post	:	Windhoek
Division	:	Training
Duration	:	Six (6) months
Internship Allowance	:	N$2, 357.10 per month

Minimum requirements: An appropriate Degree (or equivalent) in Education at NQF L7.

Duties: Conduct educational Outreach activities, support the coordination of TVET Policy implementation activities, support the coordination of national and regional workshops and trainings, collect and analyse TVET related data, prepare reports and perform any other related duties that may be assigned during the period of internship.

Enquiries: Mr. Ndakolute Abraham **Tel:** (061) 293 6019

All official correspondence must be addressed to the Executive Director

DIRECTORATE RESEARCH AND INNOVATION

Post Designation	:	Graduate Intern **(Science and Technology Officer)**
1x Post	:	Windhoek
Division	:	Research
Duration	:	Six (6) months
Internship Allowance	:	N$2, 2357.10 per month

Minimum requirements: A Degree or an equivalent qualification on NQF L8 majoring in one of the following subjects: Physics or Chemistry or Biotechnology or Biochemistry, Environmental Sciences or Microbiology or Biology or Geology or Geography or Food Science and Technology or Marine Biology or Life Sciences or Mathematics, etc.

Duties: To assist in the development, coordination, promotion and implementation of national research, science and technology programs; and to assist in the monitoring and evaluation of the implementation of national RST development projects and programs;

Post Designation	:	Graduate Intern **(Science and Technology Officer)**
1x Post	:	Windhoek
Division	:	Innovation
Duration	:	Six (6) months
Internship Allowance	:	N$2, 2357.10 per month

Minimum requirements: A Degree or an equivalent qualification on NQF L8 majoring in one of the following subjects: Physics or Chemistry or Biotechnology or Biochemistry or Environmental Sciences or Microbiology or Biology or Geology or Geography or Food Science and Technology or Marine Biology or Life Sciences or Mathematics, etc.

Duties: To assist in the development, coordination, promotion and implementation of national research, science and technology and innovation programs; and to assist in the monitoring and evaluation of the implementation of national RST development projects and programs;

Enquiries: Mr. Jeremia Haipinge or Ms. Florence Kavirindi **Tel:** (061) 293 6020/21/24

DEPARTMENT FINANCE AND ADMINISTRATION
DIVISION INFORMATION TECHNOLOGY

Designation	:	Graduate Intern **(Analyst Programmer)**
2x Post	:	Windhoek
Subdivision	:	Application Systems Development and Maintenance
Duration	:	Twelve (12) months
Internship Allowance	:	N$2, 357.10 per month

Minimum requirements: A Diploma in Software Engineering/Programming on NQF L6 (or equivalent).

Duties: Assist in meeting software development requirements, maintaining and improving existing systems, testing applications, troubleshooting technical issues and supporting other software engineering activities within IT Division.

Enquiries: Ms Grace Kashima **Tel:** (061) 293 3125

DIRECTORATE OF GENERAL SERVICES
DIVISION: ADMINISTRATION AND SUPPORT SERVICES

Post Designation	:	Student Intern **(Administrative Officer)**
2x Post	:	Windhoek
Section	:	Procurement
Duration	:	Six (6) months
Internship Allowance	:	N$2, 2357.10 per month

Minimum requirements: Applicant must be in the 3rd or final year of study at a recognized institution of higher learning studying Business Management or Procurement or Public Management or Logistics and Supply Chain Management.

Duties: Source for quotation through E-GP, Prepare Requisitions and Purchase Orders, Compile bid opening reports and typing of office correspondence letters, handling confidential information for the Directorate, performs all other duties as may be required by the supervisor.

Preference will be given to students for whom an internship is a graduation requirement i.e. Work Integrated Learning (WIL).

Post Designation	:	Graduate **(Administrative Officer)**
2x Post	:	Windhoek
Section	:	Procurement
Duration	:	Six (6) months
Internship Allowance	:	N$2, 2357.10 per month

Minimum requirements: A Degree in Business Administration or Procurement or Logistics and Supply Chain Management on NQF L7.

Duties: Source for quotation through E-GP, Prepare Requisitions and Purchase Orders, Compile bid opening reports and typing of office correspondence letters, handling confidential information for the Directorate, performs all other duties as may be required by the supervisor.

Post Designation	:	Graduate **(Administrative Officer)**
1x Post	:	Windhoek
Subsection	:	Transport
Duration	:	Six (6) months
Internship Allowance	:	N$2, 2357.10 per month

Minimum requirements: A Degree in Business Administration or Transport Management or Logistics and Supply Chain Management on NQF L7.

Duties: Knowledge in Transport Management, Knowledge in Communication Skills, required to do inspection of vehicles and filling of documentation.

Enquiries: Ms R Puteho **Tel:** +264 61 293 3056 Ms P Kandume **Tel:** (061) 293 3041

Note to applicant:

1. All interested applicants should apply with a cover letter clearly indicating the post being applied;
2. Attach a detailed comprehensive Curriculum Vitae (CV), original certified copies of educational qualification with transcript of qualification and Identity Documents;
3. Internship/Placement letter from the institution (**student intern ONLY**);
4. Only shortlisted candidates will be contacted; and
5. Successful candidates will be subjected to a test/interview.

Note: Preference will be given to Namibian Nationals. Suitably qualified racially disadvantaged persons, persons with disabilities and women are encouraged to apply.

Applications should be addressed to:
Ministry of Education, Innovation, Youth, Sports, Arts & Culture
Human Resource Office
Private Bag 13186
Windhoek

Or hand deliver to:

Ministry of Education, Innovation, Youth, Sports, Arts & Culture
Government Office Park, Luther Street
Human Resource Office, 2nd Floor
East Wing, Room No. 257

Advertised: **30 October 2026**



Closing date: **13 November 2026**