



ONGWEDIVA
Town Council

Vacancies

ONGWEDIVA TOWN COUNCIL VACANCY - EXTERNAL ADVERTISEMENT

Applications are hereby invited from the suitable qualified Graduate Students for appointments on contract on the establishment of Council for 24-month on ICT Graduate Trainee programme.

Office	:	Office of the Chief Executive
Division	:	Information Communication Technology
Position	:	ICT Graduate Intern
Reporting to	:	Divisional Head: Information Communication
		Technology Administrator

Main purpose of position

To provide technical and administrative support to the ICT Division in maintaining, troubleshooting, and improving Council's ICT systems and services.

Key Performance Areas

- Assist in the installation, configuration, and maintenance of ICT hardware and software.
- Support end-users with day-to-day technical issues and service requests.
- Assist in network monitoring, data backup, and system updates.
- Support ICT asset management and inventory updates.
- Participate in ICT projects, including system upgrades and digital transformation initiatives.
- Ensure adherence to ICT security and data protection policies.
- Perform any other duties as may be assigned by the supervisor.

Minimum Educational Qualification and Experience Requirements

- Diploma or Degree in ICT related field. (NQF 7)
- No prior work experience required, but relevant internship or practical exposure will be an added advantage.
- Not currently enrolled in any other internship, learnership, or academic programme.
- Passionate about technology with strong communication skills.
- Self-motivated, adaptable, and team oriented.
- Ability to multitask and manage time effectively.

Technical Skills:

- Solid understanding of ICT systems, hardware, and software. And cybersecurity
- Proficiency in Microsoft Office Suite.
- Understanding in website development and graphic designing.
- Basic understanding of Geographic Information Systems (GIS).

Remuneration package

In return the Council will offer an internship allowance market-related consisting of the following:

Internship allowance	:	N\$42,000.00 per annum
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Interested candidates must complete the application form for employment of Council in full (failure to do so shall result in automatic disqualification) obtainable on our website: www.ongwediva.com.na and attach their Curriculum Vitae, certified copies of Identity documents and relevant academic qualifications and submit them to:

The Human Resources Division
Ongwediva Town Council,
Corner of Mandume Ndemufayo Rd/Dr. Libertine Amathila Street
Private Bag 5549
ONGWEDIVA

Preference will be given to women who meet minimum requirements.

Enquiries: Mr. Mathew Mbombo or Ms. Reader Hilongwa @ 065 - 233700

Please note: fax or email applications will not be accepted; only shortlisted candidates will be contacted for interviews & no supporting documentation will be returned to the applicants.

Advertisement Date:

12 November 2025

Closing date:

19 November 2025 @ 17H00