



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.

Post 1:

Office: Office of the Chief Executive
Division: Executive Support Services
Position: Record Management Graduate Intern
Reporting to: Divisional Head: Executive Support Services Officer

Main purpose of position

To support the implementation of digital record-keeping solutions, maintenance, and improvement of Ongwediva Town Council's records management programme by assisting with the proper creation, classification, storage, retrieval, preservation, and lawful disposal of records in compliance with the National Archives and Records Service of Namibia Act, 1992, approved file plans, and Council policies, while gaining practical workplace experience in records management.

Minimum Educational Qualification and Experience Requirements

- Diploma or Degree in Records Management, Archives and Records Management, Information Management, Library and Information Science, or a related field, NQF 6, which must be supported by an NQA Qualification Evaluation Report if obtained from a foreign institution of higher learning.
- Diploma or Degree in Records Management, Archives and Records Management, Information Management, Library and Information Science, or a related field NQF 7 would be an advantage.
- Recent graduate seeking practical workplace exposure.
- Basic knowledge of records management principles and legislation.
- Computer literacy.
- Not currently enrolled in another internship or learnership programme.
- Self-motivated, adaptable, and team-oriented.



Vacancies

Post 2:

Department:	Planning & Technical Services
Division:	Planning & Development
Positions:	Graduate Town Planning Intern x 1
Reporting to:	Divisional Head: Planning & Development Officer

Main purpose of position

To support planning functions while gaining practical, real-world experience in the field of town and regional planning through participation in planning, land use management, development control, urban development initiatives and related administrative functions. It's a bridge between academic training and professional practice and aims to equip the graduate with professional experience, technical competencies and understanding of local authority planning processes.

Minimum Educational Qualification and Experience Requirements

- A Bachelor's degree in Town/Urban & Regional Planning, Spatial Planning

Special Requirements

- Namibian citizen
- Unemployed and should not be actively pursuing full-time studies.
- Basic knowledge of planning legislation, GIS and AUTOCAD software and mapping
- Foreign qualifications must be evaluated and a certified report from Namibian Qualification Authority (NQA) must be attached.

Post 3:

Department:	Planning & Technical Services
Division:	Planning & Development
Positions:	Graduate Survey Technician Intern x 1
Reporting to:	Divisional Head: Planning & Development Officer

Main purpose of position

To support cadastral surveying functions while gaining practical, real-world experience in the field of land surveying through data collection and processing, beacon identifications, engineering and land development initiatives. It's a bridge between academic training and professional practice and aims to equip the graduate with professional experience, technical competencies and understanding of local authority cadastral surveying processes.



Minimum Educational Qualification and Experience Requirements

- A Bachelor's degree in Land Surveying, Geomatics, Survey Engineering, Geomatics Engineering.

Special Requirements

- Namibian citizen
- Unemployed and should not be actively pursuing full-time studies
- Basic knowledge and understanding of surveying principles, cadastral systems and mapping processes.
- Basic computer literacy and knowledge of survey software and GIS applications will be an added advantage.
- Foreign qualifications must be evaluated and a certified report from Namibian Qualification Authority (NQA) must be attached.

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

Internship allowance : N\$42,000.00 per annum

Interested Graduated Interns 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.ongwedia.com.na and attach their Curriculum Vitae, certified copies of Identity documents and relevant academic qualifications must be submitted to:

The Human Resources Division
Ongwedia 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 that 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: 08 July 2026 **Closing date:** 15 July 2026 @ 17H00