



TSUMEB MUNICIPALITY

LOCAL/ NOTICE BOARD ADVERTISEMENT INTERNSHIP

Tsumeb Municipality is an equal opportunity employer

16/06/2025

POSITION	:	GRADUATE INTERN – ASSISTANT HUMAN RESOURCES
ALLOWANCE	:	N\$3,300.00 PM
DURATION	:	ONE (1) YEAR
DUTY STATION	:	TSUMEB

Applications are hereby invited from suitable qualified persons to fill the above mentioned vacancy.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- ✓ At least a Bachelor Degree (**NQF Level 7**) in Human Resources Management or a related field.
- ✓ Basic understanding of payroll processes and procedures
- ✓ Proficiency in the Microsoft Office suite
- ✓ Excellent communication skills, both written and verbal
- ✓ Strong interpersonal skill and organizational skills
- ✓ Ability to handle confidential information with integrity

KEY RESPONSIBILITIES

- Assist with related employee/IR functions, and maintain organized, HR records and documentations in accordance with Council's policies and legal requirements.
- Ensure accuracy and confidentiality in compliance with legal requirements.
- Provide clerical support to the HR department, including scheduling of meetings, preparing documents of meetings and departmental minutes of meetings.
- Assist in arranging staff social/networking events e.g. Social Fun day, End of the Year Functions
- Capturing of the database for casuals/ temporary workers.
- Assist with typing of the longlist, shortlist and preparation of interview documentations after a position has been advertised.
- Assist with Injury on Duty (IOD) related issues.
- Perform general administration tasks to assist the HR team with daily operations.

Application form are obtainable on our website: www.tsumebmun.org.na) and must be completed in full, accompanied by all required documents including NQA evaluation reports. Copies of qualifications must be **originally certified** and be submitted to the following address:

By mail: Human Resources Department, Private Bag 2012, **OR Hand Delivery/ Courier Services, at** Tsumeb Municipal Offices, **Room No. 5** on or before **Wednesday, 16th July 2025**. No applications via emails or fax will be accepted.

For more details, please contact the Human Resources Manager/ HR & IR Officer @ Tel.: 067-221056/7

- NB:**
- All foreign and local qualifications must be evaluated by NQA
 - Women, Persons with disability and marginalized are encouraged to apply if they meet requirements.
 - Failure to attach necessary documents and/or false information in filing the application form will disqualify your application
 - Only shortlisted candidates will be notified and no documents will be returned.

