



# INTERNSHIP OPPORTUNITIES IN THE OFFICE OF THE PRIME MINISTER

The Office of the Prime Minister, in accordance with the Public Service Staff Rules and the Human Resource Development Policy Framework on Internship (PSSR B.VII/VIII), invites applications from eligible graduates and student interns for internship opportunities in the following Departments, Directorates, and Divisions:

## 1. OFFICE OF THE EXECUTIVE DIRECTOR: EXECUTIVE DIRECTOR'S OFFICE

|                              |   |                    |
|------------------------------|---|--------------------|
| Post Designation             | : | 1x Graduate Intern |
| Monthly Internship Allowance | : | N\$2,244.85        |
| Duration                     | : | Twelve (12) months |

Minimum Requirement: Candidates with a Bachelor's Degree in Business Administration/ Public Administration/ Business Management are eligible to apply. Preference will be given to graduate interns who have not previously participated in an internship.

Applications must include a formal cover letter and all relevant supporting documentation. These should be submitted via email to **[intern.hr@opm.gov.na](mailto:intern.hr@opm.gov.na)** before or on **Friday, 15 August 2025, @ 12h00 PM.**

## 2. OFFICE OF THE EXECUTIVE DIRECTOR: SPECIAL PROGRAMMES

|                               |   |                      |
|-------------------------------|---|----------------------|
| Post Designation              | : | 6 x Graduate interns |
| Monthly Internships Allowance | : | N\$2,244.85          |
| Duration                      | : | Six (6) months       |

Minimum Requirements: Candidates in possession with qualification in the following fields of study are eligible to apply: Water Sector (1 x Hydrologist Intern), Health Sector (1x Nutritionist Intern), Planning Sector (1x Agricultural Economist/Statistician Intern), Agricultural Research/ Development Sector (3) (1x Food Scientist Intern, 1 x Soil Scientist Intern and Crop Scientist/ Agronomist Intern).

Applications must include a formal cover letter and all relevant supporting documentation. These should be submitted via email to **[intern.sp@opm.gov.na](mailto:intern.sp@opm.gov.na)** before or on **Friday, 15 August 2025, @ 12h00 PM.**

### **3. OFFICE OF THE EXECUTIVE DIRECTOR SUBDIVISION: PUBLIC RELATIONS OFFICE**

|                              |   |  |
|------------------------------|---|--|
| Post Designation             | : | 2 x Student Interns & 1 Graduate Intern                                    |
| Monthly Internship Allowance | : | N\$2,244.85  |
| Duration                     | : | Three (3) months (Student Interns) and<br>Six (6) months (Graduate Intern) |

Minimum Requirement: Students currently enrolled in, or graduates holding qualifications in, Public Relations, Communication, Corporate Communication, or Media Studies, with a specialization in Creative Design and Social Media Management, are invited to apply. Student Interns must be in their final year of study (i.e., third or fourth-year students). Applications must include a formal cover letter and all relevant supporting documentation. These should be submitted via email to **intern.pro@opm.gov.na** no later than **Friday, 15 August 2025, at 12:00 PM.**

### **4. DEPARTMENT: ADMINISTRATION AND INFORMATION TECHNOLOGY MANAGEMENT (DAITM) DIVISION: HUMAN RESOURCES MANAGEMENT (HRM)**

|                              |   |                      |
|------------------------------|---|----------------------|
| Post Designation             | : | 5 x Graduate Interns |
| Monthly Internship Allowance | : | N\$2,244.85          |
| Duration                     | : | Six (6) months       |

Minimum Requirement: Candidates in possession of qualifications in the following fields of studies are eligible to apply: Human Resources Management/ Human Resources Development, and Management.

Preference will be given to graduate interns who have not previously undertaken an internship. Applications should be done on a cover letter and with all relevant documents attached and be forwarded to **intern.hr@opm.gov.na** before or on **Friday, 15 August 2025 @12h00 PM.**

### **5. DEPARTMENT: ADMINISTRATION AND INFORMATION TECHNOLOGY MANAGEMENT (DAITM) DIVISION: GENERAL ADMINISTRATION & MAINTENANCE SUBDIVISION: PROCUREMENT & TRANSPORT**

|                              |   |                      |
|------------------------------|---|----------------------|
| Post Designation             | : | 2 x Graduate Interns |
| Monthly Internship Allowance | : | N\$2,244.85          |
| Duration                     | : | Six (6) months       |

Minimum Requirement: Candidates in possession of qualifications in the following fields of studies are eligible to apply: Bachelor's Degree in Procurement/ Business Administration/ Public Administration/ Business Management/ Logistics and Supply Chain Management. Preference will be given to graduate interns who have not previously participated in an internship. Applications must include a formal cover letter and all relevant supporting documentation. These should be submitted via email to **intern.pro@opm.gov.na** before or on **Friday, 15 August 2025 @ 12H00 PM.**

### **6. DEPARTMENT: ADMINISTRATION AND INFORMATION TECHNOLOGY MANAGEMENT (DAITM) DIVISION: GENERAL ADMINISTRATION INFORMATION TECHNOLOGY & MAINTENANCE SUBDIVISION: INFORMATION TECHNOLOGY**

|                              |   |                       |
|------------------------------|---|-----------------------|
| Post Designation             | : | 10 x Graduate Interns |
| Internship Monthly Allowance | : | N\$2,244.85           |
| Duration                     | : | Twelve (12) months    |

Minimum Requirement: Candidates holding a Computer Science degree with specializations in System Administration, Communication Networks, Software Development, or Cyber Security, Information Technology, ICT candidates from Vocational Training Centres with level 2 or better are eligible to apply.

Applications should be done on a cover letter and with all relevant documents attached, and be forwarded to student.it@opm.gov.na for I.T students and grads.it@opm.gov.na for I.T Graduates before or on Friday, 15 August 2025. (Required documents, Résumé, certified copies of ID, Relevant qualifications with Transcript and Grade 11/12 Certificate).

#### **7. DEPARTMENT: PUBLIC SERVICE E-GOVERNMENT MANAGEMENT (DPSeGM)**

|                              |   |                      |
|------------------------------|---|----------------------|
| Post Designation             | : | 4 x Graduate Interns |
| Monthly Internship Allowance | : | N\$2,244.85          |
| Duration:                    | : | Twelve (12) months   |

Minimum Requirements: Candidates in possession of qualifications in the following fields are eligible to apply: Software Engineering majoring in JAVA programming language and Structured Query Language. Applications must include a formal cover letter and all relevant supporting documentation. These should be submitted via email to **intern.it@opm.gov.na** before or on **Friday, 15 August 2025 @ 12h00.**

#### **8. DEPARTMENT: DISASTER RISK MANAGEMENT (DDRM) DIVISION: FINANCE**

|                              |   |                       |
|------------------------------|---|-----------------------|
| Post Designation             | : | 20 x Graduate Interns |
| Internship Monthly Allowance | : | N\$2,244.85           |
| Duration                     | : | Six (6) months        |

Minimum Requirement:

Candidates must be in possession of a Degree in Commerce/ Accounting / Finance with Computerized Accounting (PASTEL Accounting) as a subject.

Applications should be done on a cover letter and with all relevant documents attached, and be forwarded to **intern.finance@opm.gov.na** before or on **Friday, 15 August 2025 @12h00 PM.**

#### **9. DEPARTMENT: DISASTER RISK MANAGEMENT (DDRM) SUBDIVISION: LOGISTICS**

|                              |   |                      |
|------------------------------|---|----------------------|
| Post Designation             | : | 6 x Graduate Interns |
| Internship Monthly Allowance | : | N\$2,244.85          |
| Duration                     | : | Six (6) months       |

Minimum Requirement: Candidates in possession with qualifications in the following fields of study are eligible to apply: Commerce/ Business Administration/ Public Management/ Logistics/ Procurement.

Applications should be done on a cover letter and with all relevant documents attached, and be forwarded to **intern.logistics@opm.gov.na** before or on **Friday, 15 August 2025 @12h00 PM.**

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