

As a leading ICT Player and equal opportunity employer, Telecom Namibia is committed to innovation and service excellence. We are at the forefront of cutting-edge technologies, driving 5G expansion, cloud transformation, and managed cybersecurity services to enhance connectivity across Namibia. Our competitive remuneration and investment in human capital empower our employees to thrive in a rapidly evolving digital economy.

If you are a forward-thinking professional eager to shape the future of telecommunication, we invite applications for the following position:

POSITION: BURSARY OFFICER
REPORTING TO: SENIOR MANAGER: HUMAN RESOURCE DEVELOPMENT
DIVISION: HUMAN RESOURCES
DEPARTMENT: TRAINING & DEVELOPMENT
GRADE: C3

KEY PURPOSE:

To administer the bursary and the internal financial assistance study loan scheme, ensuring effective management of bursars up to their potential inclusion of staffing plans for TN. To liaise closely with Heads of Divisions and Human Resource Officers to establish human resource requirements that could potentially be considered for financial study assistance.

KEY PERFORMANCE AREAS WOULD INCLUDE:

- Recruitment and Selection Services
- Bursar Administration and Support Services
- Participation in Career Fairs
- Advice/ Query Resolutions
- Study Financial Assistance Scheme Management
- Employees Induction
- Problem-Solving Service

KEY EDUCATIONAL QUALIFICATIONS & EXPERIENCE REQUIRED:

(The required academic qualification will be considered together with the work experience in the respective area required to perform the job competently).

A minimum three-year tertiary qualification i.e. (National Diploma) in the Human Sciences preferably with Training & Development as a major. Has at least 3 years operational HR experience after qualifying. Additionally, the candidate should possess a valid driving license.

KEY KNOWLEDGE & SKILLS REQUIRED:

Decision making (med), Evaluation (hi), Planning (med), Coaching/mentoring (med), Formal Presentations (hi), Analysis (med), Conflict resolution (incl. co-operation (med), Listening (active & sympathetic) (hi), Feedback (hi), Influencing (med). Communication (verbal) (med), Communication (written) (med), Group problem solving (med), Interviewing (hi), Individual effectiveness (self) (med), Individual effectiveness (others) (med), Computer literacy (med), Customer service (hi), Project management (med), Facilitation (med), Administration (hi), Liaison (hi) and Information management (med).

KEY CHARACTERISTICS REQUIRED:

Good listener, and able to relate to people at an interpersonal level. Very good organiser can deal with various inputs simultaneously and shape towards a result. Good problem-solving abilities and analytical and methodical in approach. Able to integrate tasks with a people orientation. Can communicate effectively at different levels, as well as deal with external parties. Constructive and positive in approach. Good organiser & coordinator. Sound administrative disciplines.

NOTES TO APPLICANTS:

Applicants requiring further information about these jobs should direct their inquiries to the following person:

- Senior Manager: Human Resources Development (HRD): Mr. Obed G. Heitha at 201 2319

The Acting: Human Resources Business Partner: Corporate & Marketing Divisions via the following email address: apply@telecom.na and shirley.harases@telecom.na

Please note that full time employees, contract workers and qualifying interns are eligible to apply.

Only Shortlisted candidates will be communicated with, and no personal documents will be returned.

Suitably qualified applicants from designated groups defined in the Affirmative Action Act (1998) are encouraged to apply.

CLOSING DATE: 5 May 2026