

INTERNAL/EXTERNAL VACANCIES

HEALTH AND SAFETY INTERN (X1)

Business Unit: Office of the CEO
Duty Station: Walvis Bay
Duration: 12 Months Internship

LEGAL INTERN

Business Unit: Office of the CEO
Duty Station: Walvis Bay
Duration: 6 Months Internship

Erongo Regional Electricity Distributor Company (Pty) Ltd, commonly known as Erongo RED is mandated to distribute and supply electricity in the Erongo Region. We are proud to announce that Erongo RED is an equal opportunity employer. Qualified applicants from the designated groups defined in the Affirmative Action (Employment) Act, Act No. 29 of 1998 are encouraged to apply. Preference will be given to women and persons with disability.

PURPOSE OF THE JOB:

To provide administrative support to the SHEW Section of coordinating and maintaining Health, Safety, Environment and Wellness (SHEW) activities, documentation, and systems within the organisation.

QUALIFICATIONS REQUIRED:

- Diploma or Degree in Occupational Health and Safety / Safety Management or related field from a recognised institution.

ADDED ADVANTAGE:

- Code B Driver's License (older than 1 year)

SPECIFIC SKILLS:

- Provide administrative support to the SHEW Section
- Assist with the capturing, filing, and maintenance of SHEW records and documentation
- Support the coordination of SHEW meetings, inspections, and audits
- Assist in compiling reports and statistics
- Maintain incident/accident registers and follow up on documentation
- Assist with scheduling SHEW training sessions and awareness campaigns
- Ensure proper record keeping in line with compliance requirements
- Provide general office and administrative support to the SHEW function
- Basic knowledge of Occupational Health and Safety principles and legislation
- Computer literacy (MS Office)
- Good communication and interpersonal skills
- Ability to work independently and in a team
- **Assumption of duty: As soon as possible**

PURPOSE OF THE JOB:

The role of the Legal Intern is to assist with administrative functions, legal research, and further legal support to Erongo RED's Legal Advisor.

QUALIFICATIONS REQUIRED:

- Final stages of completing qualification in the legal field (3rd or 4th or final year student) with a minimum of 60% average obtained (academic transcript/progress report to be submitted)

KEY PERFORMANCE AREAS:

- Legal research
- Contract review
- Document management
- Material and stock purchases
- Carry out office administrative duties
- Provide support to the Legal Advisor
- Make arrangements for meetings and Legal Advisor's engagements
- Coordinate travel and accommodation
- Updating legal reports
- Liaise with internal and external stakeholders
- May be requested to provide cross functional support on an ad hoc basis to the Company Secretary and/or Chief Executive Officer's Personal Assistant.

EXPERIENCE:

- None, however previous experience in a corporate legal department and/or a law firm will be a distinct advantage

OTHER REQUIREMENTS:

- Work Integrated Learning Letter (WIL)

LICENSE REQUIRED:

- Code B

Applicants who comply with the above-mentioned requirements may submit their CV's plus certified copies of educational qualifications to: **Ms Hileni Elungu: Human Capital and Corporate Services Division, P.O. Box 2925, Walvis Bay, Contact Details: 064-2019041 or hand deliver at Erongo RED Head Office, 91 Hage Geingob Street, Walvis Bay.** Please note that no documents will be returned and no faxed or e-mailed applications will be accepted. Only short listed candidates will be contacted for interviews.

CLOSING DATE : THURSDAY, 02 JULY 2026