



Job Description

Office Administration Internship

Position	Office Administration Internship
Location	National Office
Reporting to	National Director

PURPOSE OF THE POSITION

The Office Administration Intern will support assist in day-to-day administrative tasks, provide general office support, and assist in ensuring the smooth running of the office. The role will involve working closely with all departments in the National Office

KEY RESPONSIBILITIES:

- Provide general administrative support including photocopying, scanning, filing, and data entry.
- Provide general logistical support including basic procurement, including liaison with suppliers
- Assist in the management of office supplies and inventory.
- Assist with logistics, deliveries and pick-ups.
- Assist in organizing and scheduling internal and external events.
- Assist with obtaining quotations for various activities.
- Assist with vehicle management (logbooks, etc.)
- Perform other reasonable tasks and responsibilities as assigned.
- Performing all receptionist and secretarial duties from the front desk/office
- Performing the executive role covering the office of the National Director

This job description outlines the general scope of activity and the basic tasks and responsibilities associated with this position. It is subject to change annually in the course of performance appraisal. It may be supplemented with a more detailed definition of tasks, responsibilities and involvement in processes.



How to apply:

SOS Children's Villages Namibia is an equal opportunity employer, and we encourage applications from candidates of all backgrounds to apply. To apply, please send your updated CV with three contactable references, supporting documents and a cover letter to recruitment.hr@sos-namibia.org before **28 February 2026**

SOS Children's Villages has zero tolerance neither for sexual exploitation, harassment, and abuse nor for fraud and corruption, amongst other safeguarding aspects. We also provide equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class. SOS Children's Villages complies with all applicable laws governing non-discrimination in employment."

This position involves working with an INGO committed to children and human rights and is subject to strict safer recruitment checks. The successful candidate will be required to complete safer recruitment checks including police and reference checks to help verify their suitability to work for SOS CV. In addition to candidates' ability to perform the duties of the post, the selection process will also delve into the candidate's motivation and approach towards safeguarding.