



VACANCY

The MVA Fund is a statutory body established to design, develop, promote, and implement motor vehicle accident and injury prevention measures. The Fund provides assistance and benefits to all people injured and dependants of those killed in motor vehicle accidents in accordance with MVA Fund Act, Act 10 of 2007.

The MVA Fund invites applications from suitably qualified, experienced, and competent persons to join its workforce in the following position:

Position: Human Capital Graduate x1
Duration: 12 months
Duty Station: Windhoek Service Centre

Purpose of this position: To provide support to the Human Capital team across a range of HR functions, including recruitment, employee relations, performance management, training coordination, and HR administration, while gaining exposure and practical experience to complement theoretical knowledge in human resource management.

COMPETENCIES AND SKILLS REQUIREMENTS

- A Bachelor's Degree in Human Resources Management, Industrial Psychology, or Organizational Development.
- Strong attention to detail with excellent organizational skills.
- Proficiency in the Microsoft Office Suite (Word, Excel, and PowerPoint)
- Ability to maintain confidentiality and handle sensitive information.
- Eagerness to learn and a passion for people.
- Pro-active thinking and problem-solving with sound decision-making abilities
- Good communication and interpersonal skills.

The MVA Fund is an equal opportunity employer. Only shortlisted candidates will be notified.
No documents will be returned.

A detailed CV, cover letter and certified supporting documents can be hand-delivered or emailed to:

MVA Fund
Human Capital & Strategy Unit
Church Street, Erf.8596

email to: recruitment@mvaFund.com.na

Enquiries: Ms. Marlyn De Kock
Human Capital Generalist
Tel: +264 61 289 7037

Deadline : Thursday, 30 October 2025 at 12H00

