



**Cooperative Education Unit**



An opportunity exists for a student to do Work Integrated Learning (WIL)

**INTERNSHIP OPPORTUNITY - Windhoek**

**NUST- Faculty of Computing and Informatics**

**1 x position: Secretary (intern)**

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**EDUCATIONAL REQUIREMENT**

**3<sup>rd</sup> year Bachelor of Office Management and Technology (Business and Information Administration)  
(Eligible for WIL)**

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**GENERAL INTERNSHIP DESCRIPTION**

The successful candidate will be expected to provide administrative functions; taking minutes of meetings; report writing; and assist with filing.

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**OTHER REQUIREMENTS**

The candidates are required to have excellent administrative- and communication skills; display filing and general office administration skills; reflect problem-solving skills; ability to work effectively in a team; display self-management, planning- and organising skills; be technologically oriented. In addition, the candidate should have minute taking and report writing skills.

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**For enquiries regarding the position, please contact:**

Mr Khumalo Kapelwa Tel: +264 61 207 2652

[kkapelwa@nust.na](mailto:kkapelwa@nust.na)

[ceu@nust.na](mailto:ceu@nust.na)

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Only short-listed candidates will be contacted.

Closing date: **Thursday, 08 February 2018 at 16h00** (no applications will be accepted after **16:00**)

Date of assumption of duties: **12 February – 14 May 2018**

**Application procedure:** Applications in writing, accompanied by an updated Curriculum Vitae, giving full details of work experience (if any), certified copies of identification documents, qualifications, academic records and Grade 12 certificate should be addressed to: **The Director, Cooperative Education Unit, Namibia University of Science and Technology, Private Bag 13388, Windhoek, Namibia.** Please submit your applications at the **Cooperative Education Unit at the corner of Haydn and Schubert Streets**, (opposite the Namibian-German Centre for Logistics).