



## Cooperative Education Unit



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

### **INTERNSHIP OPPORTUNITY- Windhoek**

#### **GIZ Promotion of Competitiveness**

**1 x Position: Namibia Association of Metal Fabrication (NAMF)**

**Intern**

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#### **EDUCATIONAL REQUIREMENT**

**2<sup>nd</sup> or 3<sup>rd</sup> year Bachelor of Journalism and Media Technology /  
Communication/Economics and Business Administration**

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#### **GENERAL INTERNSHIP DESCRIPTION**

The intern will be responsible for general administration and organisational duties of the NAMF Office, maintain the new NAMF website and social media presence/channels, including monthly newsletter, Assist in membership administration (processing forms, issuing of certificates, responding to queries), and data collection on the MF industry, membership and general industry database management, assist NAMF CMC and GIZ's back-stopping advisor with services development for the metal fabrication, assist NAMF CMC with short-term industry research on appropriate policy issues for the metal fabrication industry. Perform logistical arrangements and administrative tasks related to NAMF events, e.g. inauguration, Management Committee meetings, as directed by the industry Growth Facilitator and MC members. Perform any other related tasks.

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#### **OTHER REQUIREMENTS**

The successful candidate should have a result-oriented work attitude, a high level of initiative and an ability to work independently, strong communication skills and ability to work in an intercultural team, good analytical and writing skills, good skills of the English language( oral and written). Relevant ICT skills (MS Office, Website, Social media).

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

**Martha Namutuwa Tel: +264 61 207 2654**

**[mnamutuwa@nust.na](mailto:mnamutuwa@nust.na)**

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

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Only short-listed candidates will be contacted.

Closing date: **Wednesday, 14 February 2018, Time 16:00**

Date of assumption of duties: **01 March 2018- 31 August 2018 (6 months)**

**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 Chairperson of the Management Committee (CMC) of NAMF, GIZ Promotion of Competitiveness, PO Box 8016, Windhoek. Please submit your applications at the Cooperative Education Unit at the corner of Hayden and Schubert Streets, (opposite the Namibian-German-Centre for Logistics).)