



**Cooperative Education Unit**



**INTERNSHIP OPPORTUNITY – Walvisbay  
WESBANK TRANSPORT**

**1 x position: Clearing and Forwarding Clerk (intern)**

---

**EDUCATIONAL REQUIREMENT**

Studying towards a Diploma or Degree in Transport Management.

---

**GENERAL INTERNSHIP DESCRIPTION**

The successful candidate will be expected to assist with administrative duties in the office of the Clearing and Forwarding Manager.

---

**OTHER REQUIREMENTS**

The candidate must preferably have experience in working in the transport industry.

**ADDITIONAL SKILLS REQUIRED:**

Must be able to check trip sheets and do calculation of monthly kilometres; do overtime calculations, compile MDC account for payment; liaise with customers and perform general office duties.

---

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

Ms Deria van Wyk Tel: +264 61 207 2784

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

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

---

Only short-listed candidates will be contacted.

Closing date: **Monday, 12 November 2018 at 16h00**

*(no applications will be accepted after 16:00)*

Date of assumption of duties: **01 January 2019**

Internship period: **01 January – 30 June 2019**

**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 Acting Director, Cooperative Education Unit (CEU), 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).