



Cooperative Education Unit



An opportunity exist for the students to do Work Integrated Learning (WIL)

**INTERNSHIP OPPORTUNITY-Windhoek
Namibia Industrial Development Agency (NIDA)**

2X Position: Secretarial/Administration Intern

EDUCATIONAL REQUIREMENT

- **3rd Year Bachelor of Business and Information Administration**
- **3rd Year Office Management and Technology**

(Eligible for WIL)

OTHER REQUIREMENTS

The successful candidate should have good communication, teamwork, problem solving, self-management, planning and organizing, technology learning, initiative, enterprise skills and time management.

For enquiries regarding the position, please contact:

Mr Khumalo Kapelwa Tel: +264 61 2072652

kkapelwa@nust.na

ceu@nust.na

Only short-listed candidates will be contacted.

Closing date: **Thursday, 16 July 2020, Time 16:00**

Please note: No applications will be accepted after 16:00

Date of assumption of duties: **As Soon As Possible**

Application procedure: Applications in writing (Cover Letter) 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 Human Resources Officer: Private Bag 13252, 11 Goethe Street, Windhoek, Namibia.** Please submit your applications via email only to kkapelwa@nust.na