



Cooperative Education Unit



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

INTERNSHIP OPPORTUNITY- Windhoek Cooperative Education Unit (CEU) – NUST

**2x Positions: Marketing Intern
Office Management Intern
Human Resources Management Intern**

EDUCATIONAL REQUIREMENT

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

(Eligible for WIL)

GENERAL INTERNSHIP DESCRIPTION

The Intern will be responsible to assist and support the Industry Liaison Officers (ILOs) to make appointments with Industry, scheduling of WIL visits and preparation of Pre-WIL Employability Improvement workshops materials, assist with the workload of the Office Administrator during absence, assist with CEU events management coordination, assist to edit students CVs and Internship application letters, assist the Industry Liaison Officers to make contact with industry and follow ups, process internship requirement forms and draft internship adverts, provide efficient administrative support and perform any other duties required for the successful operation of the Office.

OTHER REQUIREMENTS

The successful candidate should have good communication, teamwork, problem solving, self-management, planning and organizing, technology learning, initiative and enterprise skills, 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: **Friday, 31 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, 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, Private Bag 13388, Windhoek, Namibia. Please submit your applications via email ONLY to: kkapelwa@nust.na**