NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

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Cooperative Education Unit

An opportunity exists for a student to take up a WIL opportunity in Windhoek at
GIZ Namibia, Country Office

X1 Position: Procurement Associate

EDUCATIONAL REQUIREMENT
Bachelor of Logistics and Supply Chain
Management [Eligible for WIL]

GENERAL INTERNSHIP DESCRIPTION

The intern will be responsible for supporting the Procurement Unit with vehicle fleet updates as well as participate in the opening of tenders. Specifically, the successful candidate will be responsible for filling different documents including orders and contracts as well as auditing the proof register. For more information about the job description, contact us.

OTHER REQUIREMENTS

The successful candidate must have excellent command of spoken and written English, should be a team player and be able to work under minimal supervision. In addition, they should have good intercultural and organizational skills, be a fast learner, a good listener and familiar with ITC technologies computer applications such as PowerPoint, MS Office, Access or other database programmes. Basic experience in procurement and logistics and administration would be an advantage.

For further enquiries regarding the position, please
contact: Ms Petrina Batholmeus Tel: +264 61 2072515
pbatholmeus@nust.na
ceu@nust.na

Only short-listed candidates will be contacted.
Closing date: **Monday, 09 November 2020, Time: 10:00**
Please note: No applications will be accepted after 10:00
Date of assumption of duties: **16 November 2020**

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 **Procurement and Logistics Professionals, GIZ Namibia, P.O. Box 8016, Windhoek, Namibia.**
Please submit your applications via email only to pbatholmeus@nust.na