



Work Integrated Learning

Position: Procurement Associate Intern
GIZ Namibia



Educational Requirements

Third year Bachelor of Logistics and Supply Chain Management (NUST students only, eligible for WIL)

Internship Description

The intern will be responsible for supporting the Procurement Unit with the organising of all procurement tenders, filing various tender documents, including orders and contracts. Further, the intern will assist with receiving goods that have been purchased and arrange for the distribution, as well perform other duties and activities as instructed by the supervisor.

Requirements

The successful candidate should have good working knowledge of PowerPoint, MS Office, Access and other database programmes. He or she must have sound people skills and able to work in multi-cultural settings.

Application Procedure

Applications should be in writing and they must be accompanied by an updated Curriculum Vitae (with full details of work experience, if any), certified copies of identification document, qualifications, academic records and a Grade 12 Certificate. **Address it to: Procurement and Logistics Professionals, GIZ Namibia, P.O. Box 8016, Windhoek, Namibia.** Please submit your applications via email only at pbatholmeus@nust.na

Closing Date: Wednesday, 09 June 2021

Time: 16:00

Assumption of Duties: As soon as possible

No applications will be accepted after 16:00 and only shortlisted candidates will be contacted.

Enquiries:

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