



Work Integrated Learning

Position: Office Administration Intern x1
D I Computer Technologies cc



Educational Requirements

Third-year Bachelor of Business and Information Administration (NUST students only, eligible for WIL)

Internship Description

- Coordinating meetings by scheduling times, booking venues and refreshments.
- Attend to phone calls and emails.
- Assist with event planning.
- Assist with managing expenses and billing cycles.
- Any other task assigned by the supervisor.

Requirements

- Sound communication skills
- Exceptional teamwork, problem-solving, self-management as well as planning and organisational skills
- Tech savvy
- Works independently and takes initiative

Application Procedure

Applications should be in writing and 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 Grade 12 Certificate.

Address to: D I Computer Technologies cc, P.O. Box 81298, Windhoek, Namibia. Please submit your applications via email only to mlizazi@nust.na

Closing Date: Wednesday, 14 July 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:

Mr Matchwell Lizazi
Industry Liaison Officer
Cooperative Education Unit
T: +264 61 207 2353
E: mlizazi@nust.na