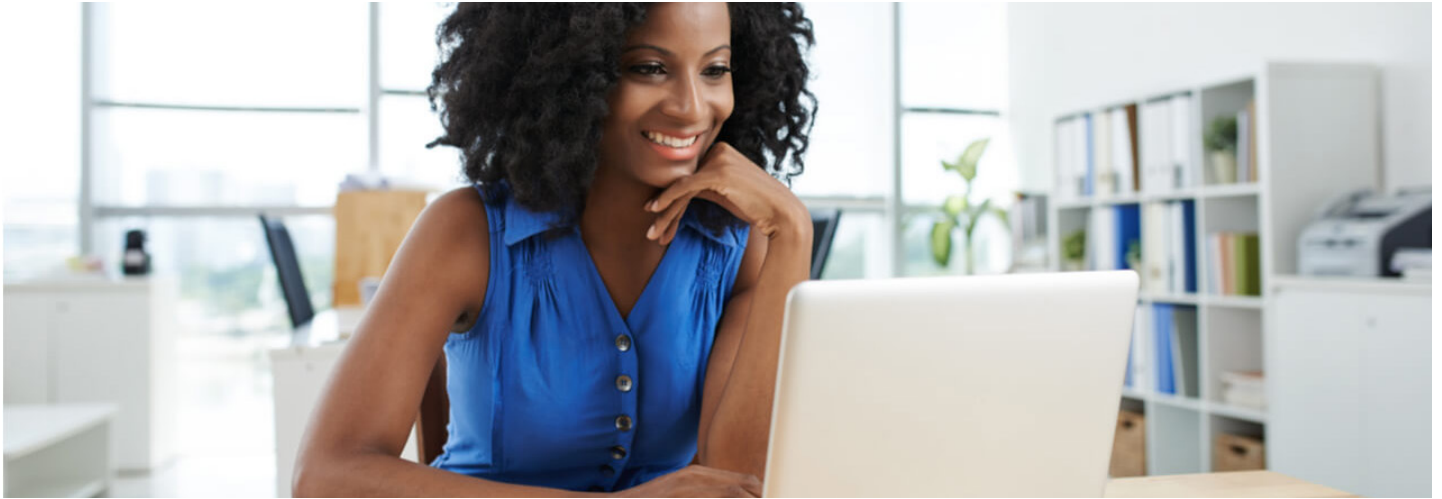




## Work Integrated Learning (WIL) Internship Opportunity

Position: Office Administration Intern  
D I Computer Technologies CC



### Educational Requirements

3<sup>rd</sup> or 4<sup>th</sup> year Bachelor of Business and Information Administration (**eligible for WIL**) NUST students only.

### General WIL/Internship Description

- Arranging meetings by scheduling appropriate meeting times, bookings, and planning refreshments.
- Manage correspondence by answering emails and sorting mail.
- Assist in planning, arranging and organising events
- Handle expenses and billing cycles.
- Any other task, as assigned.

### Requirements

- A valid driver's license
- Good communication skills
- Good problem-solving skills
- Team player
- Technology savvy
- Ability to work independently and take initiative

### 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 Grade 12 certificate should be addressed to: **D I Computer Technologies cc, P.O. Box 81298, Windhoek, Namibia. Please submit your applications via email only to [mlizazi@nust.na](mailto:mlizazi@nust.na)**

**Closing Date:** Friday, 27 August 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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