



## Work Integrated Learning (WIL) Internship Opportunity

Position: Assistant Property Officer Intern  
Ongwediva Town Council



### Educational Requirements

3<sup>rd</sup> or 4<sup>th</sup> year Bachelor of Property Studies or Bachelor of Land Administration (**eligible for WIL**) NUST students only.

### General WIL/Internship Description

- Identify areas for new erven in consultation with the planning division
- Facilitate the transfer of acquired property to the new owner through appointed lawyers
- Identify needs and determine feasibility and viability for low cost housing projects
- Administer the leasing of all municipal building and properties (formal and informal areas)
- Render services to clients; and process claims received from suppliers.

### Requirements

- 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: **The Human Resources Manager, Ongwendiva Town Council, Private Bag 5549, Ongwendiva, Namibia. Please submit your applications via e-mail 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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