



Work Integrated Learning (WIL) Internship Opportunity

Company: Financial Literacy Initiative (FLI)
Position: Media and Communications
Intern (x1)

Educational Requirements

- Third Year Bachelor of Communication, Marketing, Journalism & Media Technology (eligible for WIL)
- NUST students only

General WIL/Internship Description

The intern will be responsible for the management of the FLI's social media platforms, drafting of adverts and posting on social media; management of all graphic design tasks; manage the FLI SMS Management System; active support with the development of radio and television scripts; active support during FLI campaigns, training, and events; drafting and distribution of the FLI newsletter; support the administration of FLI activities (seeking quotes, location scouting, etc.); report writing on FLI events; minute taking, filing of documents and educational material, data capturing (M+E systems, etc.) and various other tasks.

Other Requirements

The successful candidate should have good communication skills, planning and organising, teamwork, initiative and enterprise skills, problem solving and time-management.

Application Procedure

Applications in writing (Cover letter) should be accompanied by an updated CV, giving full details of work experience (if any), WIL Letter, Academic Record, certified copies of identification documents, academic records and Grade 12 certificate, should be addressed to: **Ms Antonia Smith: Financial Literacy Initiative (FLI), Corner of John Meinert and Molke Street, Windhoek.** Please submit your applications via email only to: antonia@fli-namibia.org and kkapelwa@nust.na

Closing Date: Friday, 29 April 2022

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 Khumalo Kapelwa
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