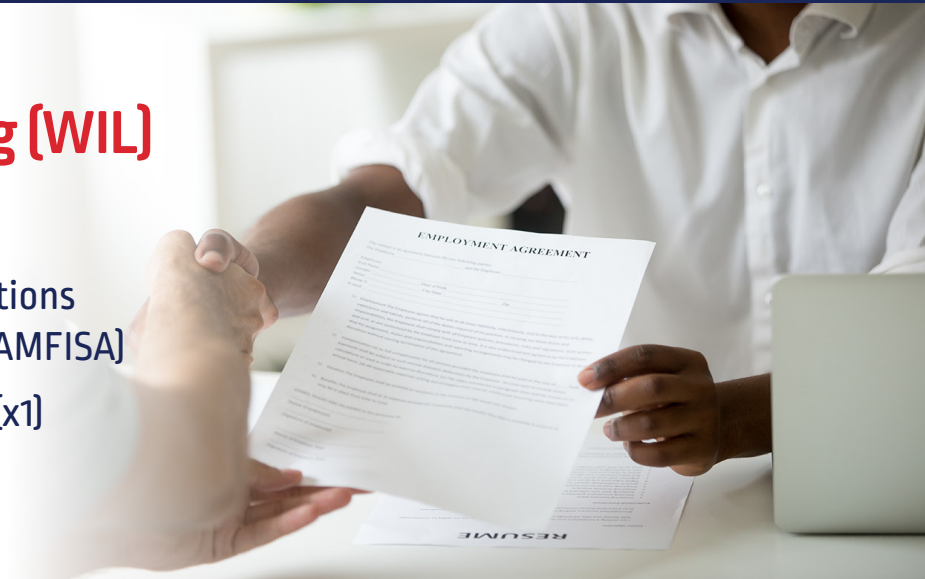




Work Integrated Learning (WIL) Internship Opportunity

Company: Namibia Financial Institutions
Supervisory Authority (NAMFISA)

Position: HR Administrator Intern (x1)



Educational Requirements

- 3rd Year Bachelor of Human Resources or Bachelor of Business Administration
- WIL eligible NUST students only

General WIL/Internship Description

- retrieve files from archived boxes
- extract information about training
- summarize information on Excel
- Scanning and filing documents electronically for future use and reference
- payroll
- and other Human Resources related tasks

Other Requirements

- good Communication skills
- good self-management skills
- good planning and organising skills
- the ability to work in a team

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: **NAMFISA, PO Box 21250, Windhoek. Please submit your applications via email ONLY to mlizazi@nust.na**

Closing Date: Friday, 07 October 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 Matchwell Lizazi
T: +264 61 207 2353
E: mlizazi@nust.na