



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY
Cooperative Education Unit

Work Integrated Learning (WIL) Internship Opportunity

Company: **Namibia Investment Promotion and
Development Board**

Position: Finance Administration
Intern (x1)



Educational Requirements

- 3rd Year Bachelor of Business and Information Administration
- 3rd Year Bachelor of Business Management
- 3rd Year Bachelor of Economics
- WIL Eligible NUST students only

General Internship Description

- Secretarial assistance on Events and Market Intelligence Committees;
- Process mapping, design and improvements, supported by ICT to automate when beneficial
- Digitalisation and ICT optimisation
- Benchmarking NIPDB and other IPAs
- Benchmarking Namibia to the World
- Annual and quarterly reporting – information gathering, liaison with internal and external stakeholders

Other Requirements

- Strong and solid understanding of digital and information technology
- Computer literate
- Excellent verbal and written communication skills

Application Procedure

Applications in writing, accompanied by an updated CV, giving full details of work experience (if any), certified copies of identification documents, qualifications, academic records and Grade 12 certificate, should be sent to the: **Human Capital Administrator: Namibia Investment Promotion and Development Board, Private Bag 12039, Windhoek, Namibia. Please submit your applications via email only to: rbruno@nust.na**

Closing Date: Monday, 06 February 2023

Time: 16:00

Assumption of Duties: As soon as possible

No applications will be accepted after 16:00 and only short-listed candidates will be contacted.

Enquiries

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<https://ceu.nust.na>