



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Cooperative Education Unit

Work Integrated Learning (WIL) Internship Opportunity

Company: Etteteb Accounting Services Close Corporation

Position: Accounting Intern (x1); Marketing Intern (x1);
Human Resources Intern (x1); and
Business Management Intern (x1)

Educational Requirements

- Final year students for Accounting, Marketing, Human Resources and Business Management
- NUST Eligible WIL students only

General WIL/Internship Description

The successful Accounting Intern will be required to draft annual financial statements in terms of IFRS before review and process transactions using different kinds of accounting software.

The successful Marketing Intern will be responsible to respond to all queries on social media, required to read all the different kinds of local newspapers on a daily basis in-order to be abreast with the latest developments and changes related to their field of study.

The successful Human Resources Intern will be responsible for human resources administration. Draft Employment Contracts for the employees of clients. Conduct Disciplinary Hearings as the need arising under the supervision of the Accounting Officer.

The successful Business Management intern will be responsible for drafting business plans under the supervision of the Accounting Officers for client. Drafting Business Proposals for clients under the supervision of the Accounting Officer for clients. Exposed to compiling work duties and schedules for the employees of the Accounting Officer.

Other Requirements

The successful candidate should have strong communication skills, teamwork abilities, problem-solving abilities, self-management, planning and organising abilities, willingness to learn, initiative and enterprise abilities, and the ability to handle confidential information.

Application Procedure

Applications should be sent in writing, along with an updated CV detailing all work experience (if any), certified copies of identification documents, qualifications, academic records, and a Grade 12 certificate, to: **Etteteb Accounting Services Close Corporation, Scripture Union Building, Ara Street, Dorado Valley, Windhoek, Namibia. Please submit your applications via email only to: pbatholmeus@nust.na**

Closing Date: Wednesday, 08 March 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>