



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Cooperative Education Unit

Work Integrated Learning (WIL) Internship Opportunity

Company: **GIZ- Strengthening Capacities for Land Governance
in Africa (SLGA) in conjunction with NUST**

Positions: Administrative Assistant Intern (x1)

Educational Requirements

- 3rd Year Bachelor of Business Management, Business Information Administration
- Recent graduates (less than 6 months); NUST students only

General WIL/Internship Description

The successful candidate will assist with the organising and facilitation of events (meetings, masterclasses, workshops and conferences); and assist the regional advisor in a variety of tasks (e.g. proofreading documents, keeping record of activities etc.). In addition, they will support the NELGA website maintenance (e.g. content upload, newsletter writing etc.) And to support travel arrangement and other logistics matters (e.g. claims, flights, accommodation, VISA issues, transport, per diem etc.). The intern will be hosted at the DLPS/NUST and will report to the Regional NELGA advisor. He/she will support a variety of activities in Namibia and in other Southern African partner universities depending on arising needs.

Other Requirements

The successful graduate candidate should have significant working experience (minimum 6 months) in relevant areas including public/office administration, communication, marketing, good computer and writing skills. The undergraduate applicant should have good communication skills, team work, problem solving, self-management, good planning and organisational skills, knowledge of Microsoft programmes and the ability to take initiative.

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: **Network of Excellence on Land Governance in Africa (NELGA) Project, Department of Land and Property Studies, NUST, Windhoek, Namibia. Please submit your applications via email only to: pbatholmeus@nust.na**

Closing Date: Thursday, 23 March 2023

Time: 15:00

Assumption of Duties: As soon as possible

No applications will be accepted after 15:00 and only short-listed candidates will be contacted.

Enquiries:

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<https://ceu.nust.na>