



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Department: Cooperative
Education

Work Integrated Learning (WIL) Internship Opportunity

Organisation: **Flexona Organizational Services**

Position: Digital Marketing Intern (x1)
Office Administrator Intern (x1)

Educational Requirements (NUST Eligible WIL students only)

- 3rd Year Bachelor of Business Management or Business and Information Administration
- 3rd Bachelor of Marketing

General WIL/Internship Description

The successful Admin candidates will be responsible for coordinating activities through the company to ensure compliance with company policy and performing ad hoc administrative duties. The successful marketing candidate will be responsible for day-to-day marketing administrative operation activities of the company.

Other Requirements

The successful candidates should have organisational skills, communication skills, and multitasking skills.

Application Procedure

Applications in writing [typed cover letter], accompanied by a CV, 2024 WIL letter, certified copies of identification documents, 2024 academic records and Grade 12 certificate, should be sent to: **Namibia Qualifications Authority, Windhoek, Namibia. Please submit your applications to Hafeni Ashipala via email only to: ceuintern1@nust.na**

Closing Date: Friday, 16 February 2024

Time: 13:00

Assumption of Duties: As soon as possible

No applications will be accepted after 13:00 and only short-listed candidates will be contacted.

Enquiries:

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<https://ceu.nust.na>