



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Department: Cooperative
Education

Work Integrated Learning (WIL) Internship Opportunity

Organisation: **Canopus Technologies**

Positions: Communication Intern (x1)
Business Administration Intern (x1)

Educational Requirements

- 3rd Year Bachelor of Communication
- 3rd Year Bachelor of Business Information and Administration

General WIL/Internship Description

The successful communication candidates will be assisting in facilitating PR and communication-related work in the company. Key functions for a Business Information and Administration intern might include: Data Entry and Management. Administrative Support. Documentation and Record Keeping. Research and Analysis. Process Assistance.

Other Requirements

The successful candidate should have communication skills, problem-solving abilities, time management, teamwork and collaboration, ethical awareness, adaptability and willingness to learn.

Other Requirements

Applications in writing (typed cover letter), accompanied by an updated CV, giving full details of work experience (if any), WIL letter, certified copies of academic records and identification documents in a single pdf file should be addressed to: **CANOPUS TECHNOLOGIES (PTY) LTD, Windhoek, Namibia. Please submit your applications to Hafeni Ashipala via email only to: ceuintern1@nust.na**

Closing Date: Tuesday, 12 March 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:

Mr Hafeni Ashipala

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<https://ceu.nust.na>