



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Department: Cooperative Education

Work Integrated Learning (WIL) Internship Opportunity

Position: X1 Office Administration Intern

Organisation: Namibia Qualification Authority (NQA)

Educational Requirements

3rd Year Bachelor of Business Management, and Business Information Administration. **(Eligible for WIL)**, NUST students only.

General Internship Description

The successful candidates will be placed at the Namibia Qualification Authority (NQA) Head of Office in Windhoek and will be responsible for carrying out office administrative-related tasks.

Other Requirements

The successful candidate should have organizational skills, communication skills, and multitasking.

Application Procedure

Applications in writing (typed cover letter), accompanied by an updated CV, WIL letter, certified copies of identification documents, 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: Wednesday 24 April 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
Cooperative Education
T: +264 61 207 2652
E: ceuintern1@nust.na

www.nust.na