



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Department: Cooperative
Education

Work Integrated Learning Opportunity

Organisation: **Educational Technology Namibia [Edutec]**

Positions: **X2 Business Administration Interns**

X4 Marketing Interns

X 4 Journalism and Media Technology/Communication interns

X 1 English and Linguistics interns

X 15 Software Development interns

Educational Requirements

- 3rd Year Bachelor of Business and Information Administration, Bachelor of Business Management, Bachelor of Communication, Journalism, Marketing/English. **(Eligible for Work -Integrated Learning- WIL)**, NUST students only.

General WIL/Internship Description

- The Successful administrative candidates will provide administrative support to managers and teams. Duties include managing calendars, scheduling meetings, and making travel arrangements, as well as answering phone calls and responding to emails. They will also prepare reports and presentations.
- will be responsible for supporting various facets of organisational outreach, content creation, and information management. The successful software developer candidate will be responsible for designing logos, brochures, websites, and other marketing materials. They will develop and maintain brand identity guidelines and use graphic design software (e.g., Adobe Creative Suite) to create high-quality visuals. Candidates in other fields should also be able to perform duties related to their area of study within Edutec.

Other Requirements

- The successful candidate should possess strong organisational skills, excellent communication abilities, and the capacity to multitask effectively. Proficiency in at least one programming language is essential.(e.g., Java, Python, C++, JavaScript), Experience with software development methodologies (e.g., Agile, Scrum), and Knowledge of databases (e.g., SQL, NoSQL)

Application Procedure

The cover letter should be addressed to:**Educational Technology Namibia,Windhoek, Namibia.**

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 via email only to: **rbruno@nust.na**

Closing Date: Tuesday, 28 January 2025

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>