NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY

Department: Cooperative Education

Work Integrated Learning Opportunity

Organisation: Novanam

Positions: · **Accounting Intern**

Educational Requirements

- 3rd Year Bachelor of Business of Accounting
- NUST WIL eligible students only

General WIL/Internship Description

The successful administrative candidates Provide Assisting with SAP data entry and helping team members adapt to the new system by providing on the job support.

- Monitoring SAP workflows, flagging errors, and ensuring data accuracy during system updates.
- Assisting with filing, organizing, and archiving administrative documents, both physical and digital.
- Ensuring compliance with company policies for documentation and maintaining confidential information securely.
- Supporting the coordination of team schedules, meetings, and appointments.
- Assisting in the planning and booking of travel arrangements for staff as required.

- Acting as a point of contact for routine administrative inquiries from staff, providing guidance on policies and procedures.
- Assisting in communicating updates and reminders to staff regarding administrative deadlines, policies, or other relevant matters.
- Assisting with specific projects or initiatives within the Administration department contributing to tasks as directed by team members.
- Collaborating with other departments when needed to ensure smooth cross-functional support.

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: **Novanam, Human Resources & Corporate Relations P.O. Box 601, Luderitz, Namibia. Please submit your application via email only to rbruno@nust. na**

Closing Date: Monday, 24 February 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

Ms Roswitha Bruno
T: +264 83 207 2515
E: pbatholmeus@nust.na

https://ceu.nust.na