



Centre for Innovation in Learning and Teaching

Internship opportunity

The Industry and Cooperative Education Unit, in the Learning & Teaching Enhancement Section, is looking for reliable and hardworking UNAM recent graduates to intern with a Windhoek based organisation and Ministry for the following positions:

1. OFFICE ADMINISTRATION (X1)

Main duties:

- Office administration;
- Data capturing of fines;
- Legal and compliance.

Requirement:

- Bachelor Degree in Public Management or Diploma in Business Administration

Internship type:

- Full-time, Mondays to Fridays, 8 hours a day.
- Maximum internship period is six (6) months.
- Incentives to be disclosed to successful candidate.

2. COMMUNICATION (X1)

Main duties:

- Communication and Public Speaking;
- Electricity Safety Campaign;
- Required to travel around Khomas Region.

Requirement:

- Bachelor Degree in Media and Communication

Internship type:

- Full-time, Mondays to Fridays, 8 hours a day.
- Maximum internship period is six (6) months
- Incentives to be disclosed to successful candidate.

3. OFFICE ADMINISTRATION (1)

Requirement:

- Bachelor Degree Public Management or Diploma in Business Administration

Internship type:

- Full-time, Mondays to Fridays, 8 hours a day.
- Maximum internship period is three (3) months.
- Voluntary position/no remuneration.

Due date: 03 February 2023

Qualified candidates in the specified fields please forward your CV, cover letter and certified qualifications to:
Ms Josephine Nghipandwa | **Email:** jnghipandwa@unam.na | **Tel:** 061 206 4774