



Cooperative Education Unit



An opportunity exists for a student to do Work Integrated Learning (WIL)

INTERNSHIP OPPORTUNITY- Windhoek Chemonics International INC

2x Positions: Information Technology interns

EDUCATIONAL REQUIREMENT
**3rd year Bachelor of Information Technology: Systems
Administration and Networks**
(Eligible for WIL)

GENERAL INTERNSHIP DESCRIPTION

The intern will be responsible for installation and maintenance of FESC and EST computers, servicing of computer hardware and peripheral devices e.g. printers, user support through the e-Tools Help Desk, collection of PMIS reports and EDT backups to support monthly reporting, develop a list of FAQs and resolution on IT support to e-Tools.

OTHER REQUIREMENTS

The candidates are required to have excellent administrative- and communication skills; display filing and general office administration skills; reflect problem-solving skills; ability to work effectively in a team; display self-management, planning- and organising skills; be technologically oriented. In addition, the candidate should have minute taking and report writing skills.

For enquiries regarding the position, please contact:

Mr Khumalo Kapelwa Tel: +264 61 207 2652
kkapelwa@nust.na
ceu@nust.na

Only short-listed candidates will be contacted.

Closing date: **Friday, 13 April 2018, Time 16:00**

Please note: No applications will be accepted after 16:00

Date of assumption of duties: **16 April 2018- 30 September (6 months)**

Application procedure: Applications in writing, accompanied by an updated Curriculum Vitae, giving full details of work experience (if any), certified copies of identification documents, qualifications, academic records and Grade 12 certificate should be addressed to: **Chemonics International INC, GHSC-PSM Namibia, 351 Sam Nujoma Drive, Yang-Tze Village, Office #C, 2nd floor, Klein Windhoek Please submit your applications at the Cooperative Education Unit at the corner of 2 Haydn and Schubert Streets, (opposite the Namibian-German-Centre for Logistics).**