



## Cooperative Education Unit



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

### **INTERNSHIP OPPORTUNITY- Windhoek**

#### **SOS Children's Village Namibia**

1x Position: HR Manager Assistant  
intern

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#### **EDUCATIONAL REQUIREMENT**

**3<sup>rd</sup> year Bachelor of Human Resources Management  
(Eligible for WIL)**

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#### **GENERAL INTERNSHIP DESCRIPTION**

The intern will be responsible to update employee files, update leave roaster and leave reconciliation, filling of the necessary recruitment and selection documentation, documentation and filling of performance management, any other duties as directed by the HR Manager.

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#### **OTHER REQUIREMENTS**

The successful candidate should have strong written and spoken communication, team work, analytical and negotiation skills. Positive, energetic, self-starter with high level of personal drive. Knowledge of excel, PowerPoint and outlook. Must be willing to learn and grow.

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#### **For enquiries regarding the position, please contact:**

Ms Martha Namutuwa Tel: +264 61 20726554  
[mnamutuwa@nust.na](mailto:mnamutuwa@nust.na)  
[ceu@nust.na](mailto:ceu@nust.na)

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Only short-listed candidates will be contacted.

Closing date: **Friday, 11 May 2018, Time 16:00**

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

Date of assumption of duties: **As soon as possible (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: **SOS Children's Village Namibia, P O Box 23134, 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).**