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## **Graduate Internship Opportunity – URGENT RECRUITMENT**

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**GRADUATES:** Marketing and Sales (x2)  
**DUTY STATION:** Rietfontein  
**DURATION:** 6 months, with the opportunity to extend up to one (1) year based on performance.

### **1. Key Responsibilities**

- 1.1. Conduct market research, identify new produce demands and advise the Production team on market needs.
- 1.2. Develop and implement marketing and sales plans to promote Service's produce.
- 1.3. Collaborate with Production team to align marketing and sale plans, as per market demands.
- 1.4. Design marketing materials to promote the Service's produce across digital and traditional media channels.
- 1.5. Draft and implement product pricing, packaging, and distribution strategies, for Exco approval.
- 1.6. Prepare sale forecasts, monitor performance against targets, and present weekly sales and marketing reports to the Manager: Corporate Affairs and Marketing.
- 1.7. Contact distributors, retailers and vendors and provide product information, as well as source new market opportunities/buyers for the Service's produce.
- 1.8. Manage day-to-day sales activities, coordinating harvesting with foremen and overseeing packing and distribution of produce to buyers.
- 1.9. Identify new products and market opportunities through proactive market scanning and stakeholder engagement.
- 1.10. Maintain high standards of customer service at all times.

- 1.11. Maintain and reconcile an up-to-date inventory of all saleable produce and ensure availability, accuracy, and safekeeping of cash books to record all sale transactions.
- 1.12. Deposit cash from sales into the NYS bank account immediately after sales or by the next working day.

## **2. Minimum Qualifications and Competencies**

- 2.2. Degree in Marketing and Sales.
- 2.3. Code B1 driving licence (Code C1 licence is an added advantage).
- 2.4. Strong commercial acumen.
- 2.5. Digital marketing and graphic designing skills.
- 2.6. Should be self-driven, innovative, results-oriented and able to work independently and collaboratively within teams.
- 2.7. Basic data analysis skills for monitoring and reporting sales performance.

## **Application Process**

Interested candidates must submit one single document to [Anastasia.Katoma@nys.com.na](mailto:Anastasia.Katoma@nys.com.na) containing the following:

- A brief motivation letter outlining why the applicant should be considered for the internship.
- A CV (maximum 2 pages).

**NB: PLEASE DO NOT APPLY IF YOU ARE NOT A GRADUATE OR MEETING THE REQUIRMENTS AS STATED ABOVE**

**Closing Date: Friday, 19 September 2025 @ 16H30:**

**Approved by:**



**Dr. Felix Musukubili  
COMMISSIONER**