



NDTC  
A NAMIBIAN DE BEERS PARTNERSHIP  
BRILLIANCE



# VACANCY ADVERTISEMENT

## COMMUNICATIONS GRADUATE TRAINEE

Closing date: 30 June 2024

**NDTC (Pty) Ltd, a Diamond Sorting, Valuation & Distribution Company, has growth opportunities for Namibian Citizens or Permanent Residence Permit holders for the following position/s:**

Suitably qualified applicants are invited to forward their applications for the position of Communications Graduate Trainee.

As a Corporate Affairs Graduate Trainee, your role will involve gaining experience of all aspects of Internal Communications and Public Relations at NDTC.

### **SOME OF THE DUTIES YOU WILL BE INVOLVED IN ARE TO:**

- Assist with procurement
- Content Development for internal Newsletters and other platforms as required
- Managing Corporate Promotional Shop
- Communicate and build relationships with internal stakeholders
- Create and distribute internal communications, emails and newsletters
- Assist in administrative duties
- Maintaining daily media clips and updating as required
- Build and maintain media lists and databases
- Schedule, coordinate and attend various events/ meetings/workshops as required
- Perform research analysis activities
- Responding to other ad-hoc queries

Please apply by visiting the following link:

<https://careers.smartrecruiters.com/AngloAmericanDeBeersGroup/ndtc>

and uploading your CV for the position. (or)

Email: RNaobeb@ndtc.com.na | Enquiries: +264 61 204 3206

### **REQUIREMENTS:**

- Strong desire to learn along with professional drive.
- Excellent verbal and written communication skills
- Passion for the PR industry and its best practices
- Tech savvy with a solid understanding of the different social networks
- Efficiency in layout and creative design with strong capabilities in Adobe InDesign, Photoshop & Illustrator
- Strong Administrative Skills
- Excellent research abilities and a willingness to grow.

### **QUALIFICATIONS:**

- Degree in the relevant fields such as:  
Media Studies/ Journalism / Public Relations  
Marketing/ Advertising/  
Graphic Design / Visual Communications
- Previous work experience is NOT necessary, but may be advantageous.
- A valid driver's license.

**CONTRACT DURATION: FIXED TERM FOR 12 MONTHS**

**CLOSING DATE FOR APPLICATIONS: 30 June 2024**

Kindly take note: Any applications sent to NDTC directly, will NOT be considered.

Only short-listed candidates will be contacted and shall be subjected to further assessment and screening.

Preference will be given to Namibian citizens and designated persons as prescribed by the Namibian Affirmative Action Act. Women and People with Disabilities are encouraged to apply. Closing date is 30 June 2024.