



Job Description: Internship Assistant (IA)

Position: Internship Assistant (IA)

Reports To: Administrative Assistant and/or Management

Location: Naicouba Institute of Technology (NIT), Juba, South Sudan

Application Deadline: July 10, 2025

Application Email: info@naicouba.com

About NIT:

Naicouba Institute of Technology (NIT) is committed to delivering quality education and empowering individuals through innovative internship and training programs. We strive to support and develop talent by connecting students with valuable practical experiences.

Role Overview:

The Internship Assistant (IA) plays a vital role in supporting the growth and success of NIT's internship services. The IA will assist in promoting internship opportunities, recruiting suitable candidates, managing intern registrations, and supporting the Administrative Assistant and management with various operational tasks. This role requires strong communication skills, organizational abilities, and a proactive approach to ensuring the smooth administration of internship programs.

Key Responsibilities:

- Assist in promoting NIT's internship programs to potential candidates through outreach activities.
- Support the recruitment process by screening applications, scheduling interviews, and communicating with applicants.
- Manage the registration process for new interns, ensuring accurate and timely data entry.
- Provide administrative support to the Administrative Assistant and management as needed, including document preparation, scheduling, and follow-ups.



- Maintain organized records of internship applications, recruitment progress, and registrations.
 - Respond promptly and professionally to inquiries related to internship programs.
 - Assist in preparing reports on internship program activities and outcomes.
 - Coordinate logistics for internship-related events and meetings.
 - Support other duties as assigned to facilitate smooth program operations.
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Qualifications and Skills:

- Currently enrolled students or recent graduates preferred.
 - Strong verbal and written communication skills.
 - Proficient in Microsoft Office (Word, Excel, Outlook) and basic computer skills.
 - Excellent organizational and multitasking abilities.
 - Ability to work independently and as part of a team.
 - Friendly, professional demeanor with strong interpersonal skills.
 - Prior experience in administrative or recruitment roles is a plus but not required.
 - Enthusiastic and committed to supporting educational and internship initiatives.
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Compensation & Terms:

- This position is voluntary with an incentive of **150,000 SSP per month**.
- Position type: **Casual**, starting **July 15, 2025**, and ending **December 31, 2025**, with the possibility of extension based on management's discretion.



Benefits:

- **Two weeks of holiday** within 12 months of work or compensation equivalent to 4% of the incentive in lieu of leave.

Application Process:

Interested and qualified candidates should submit their **Resume/CV** and **Application Letter/Cover Letter** via email to:

 info@naicouba.com

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