



STUDENT ASSISTANTS

Directorate Student Affairs Main Campus

Student Assistant – Media & Communications

The Directorate of Student Affairs (DSA) is seeking a creative and motivated individual to the position of Student Assistant: Media & Communications. This position is ideal for individual who is passionate media and digital communication to strengthen DSA's digital presence and enhancing stakeholder .

Interested students must be creative, innovative and have strong interpersonal skills.

KNOWLEDGE AND SKILLS

1. Understanding of media and communication principles
2. Knowledge of social media platforms, trends, and digital engagement strategies
3. Familiarity with media release formats and professional writing standards
4. Excellent written and verbal communication skills
5. Social media content creation and scheduling skills

MINIMUM REQUIREMENTS

- Must be a registered senior student in Media Studies, Communication, or related field.
- Must have basic administrative and organizational skills
- Ability to work the required number of hours per week
- Knowledge in managing social media accounts (e.g., Instagram, LinkedIn, Facebook, X)
- Knowledge in graphic design tools (e.g., Canva, Adobe Creative Suite, or similar)
- Basic photography and video recording skills

KEY RESPONSIBILITIES

- Capture photograph and video during office events/activities
- Assist in drafting and editing media releases, newsletters, and internal communications
- Assist to manage and grow our social media platforms (content planning, posting and engagements)
- Design graphics and promotional materials including posters, infographics and newsletters.
- Perform general office and project support duties as required.

HOW TO APPLY AND CLOSING DATE

- Interested students must submit Cover letter, CV and Certified copies of ID, Student Card and Proof of Academic Registration at DSA Help Desk.

Application due date: 06 March 2026 at 16h00

For enquiries, kindly contact:

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