

ESP Emeraldsand Platforms Holdings is proud to organise the Creative, Sports, and Tourism (CST) EXPO. By bringing together industry participants, up-and-coming talent, investors, and the general public on a single dynamic platform, the EXPO seeks to highlight innovation, open doors, and spur growth within the creative, sports, and tourist sectors. As we plan to execute the first of its kind exhibition, we are seeking four interns to join the team.

**4 x GRADUATE INTERNS: 1. Creative, 2. Sport, 3. Tourism and 4. Marketing,  
Paterson Grade: B1**

## Job Purpose

The interns must possess a strong grasp of the sector relevant to their specific area of interest i.e. creative, sports, tourism or marketing including awareness of emerging trends and key stakeholders in the Namibian ecosystem.

## Minimum Qualifications, Education & Experience

- Bachelor's Degree in general sectors such as Finance, Economics, Commerce, Administration, Law are acceptable but preference will be given to those with qualifications in sector specific area (i.e. Marketing, Tourism, Sports, creative-related Fields)
- Excellent written English (at school level with an A or B, a or b symbol / 1 or 2)
- Proficient in relevant computer software packages and applications
- Proficiency in Google Workspace (Google Docs, Sheets, Slides and Drive) is preferred
- Must not have formal full-time work experience (previous internship experience permitted)
- Valid driver's license will be an advantage

## Skills & Competencies

- Exceptional written and verbal communication skills in English
- Development of sector related marketing contents
- High attention to detail and accuracy in managing event-related information and documentation
- Strong administrative and data management skills, including proficiency in Excel
- Excellent research skills, particularly in gathering insights on respective sectors (sports, tourism, and creative)
- Good time management and ability to meet strict deadlines in a fast-paced event environment
- Self-driven, proactive, and able to take initiative
- Ability to work independently with minimal supervision while contributing effectively within a team
- High level of integrity and professionalism
- Strong problem-solving and critical thinking skills

## Key Performance Areas (KPA) and Indicators

Refer to Appendix below for relevant KPA per role.

## APPENDIX: Key Performance Areas (KPA) and Indicators

### Creative Intern

- Strong understanding of the Namibian creative sector and ability to craft compelling narratives (Creative)
- Creating and maintaining a database of stakeholders in the sector and its sub-sectors
- Support creative design initiatives, with a focus on storytelling
- Actively engage with content creators and contributors across the creative industry
- Conduct research on Namibia's creative industry including the country's diverse traditional cultures
- Contribute to initiatives that celebrate and preserve cultural heritage
- Explore and document cultural expressions, including fashion, art, and local culinary traditions
- Assist in identifying Namibian creatives making an impact on the international stage
- Engage with local and international creatives to foster collaboration, learning, and knowledge exchange

- Participate in high-level meetings with key creative stakeholders and leading figures in Namibian creative economy

## Sports Intern

- Strong understanding of the sports landscape, including sports codes in Namibia and their current level of performance, sport related activities in Namibia as well as current trends and key stakeholders in the sports space (Sport)
- Conduct comprehensive research on Namibian sports history, including key developments and milestones
- Gather, verify, and analyze sports-related data and information
- Demonstrate understanding of various sporting codes and structures
- Navigate and utilize sports databases and information systems effectively
- Monitor and stay informed on current sports affairs in Namibia and internationally
- Provide regular updates, insights, and analytical reports on sports trends and developments
- Examine past sports initiatives and practices, identifying those no longer in use and analyzing reasons for change
- Support industry engagement initiatives within the sports sector
- Participate in meetings with key sports stakeholders and leading figures in Namibian sport
- Contribute to research, discussions, and strategic development within the sports industry

## Tourism Intern

- Sound knowledge of the Namibian tourism sector and its market dynamics (Tourism)
- Conduct research on various types of tourism, including emerging trends and sector developments
- Gather and analyze data on tourism events, activities, and industry performance
- Identify real-world challenges within the tourism sector and contribute to proposing practical solutions
- Support the planning and showcasing of tourism-related workshops and initiatives
- Assist in promoting and marketing the Namibian tourism industry to local and international audiences
- Appreciation and documentation of various components of the tourism industry including assessment of their level of development in the Namibian context e.g. medical, MICE, leisure, sport, culture, cuisine etc.
- Participate in meetings with key tourism stakeholders and leading figures in Namibian tourism industry

## Marketing Intern

- Ability to effectively market and position Namibia as a leading destination for sports, tourism, and creative industries (Marketing)
- Manage and maintain all social media platforms for CST, ensuring consistent and engaging content
- Engage with content creators and assist with influencer management and coordination
- Draft, send, and respond to emails in a professional and timely manner
- Support the development and execution of marketing campaigns and promotional strategies
- Monitor social media performance and compile basic analytics reports to inform marketing decisions

Interested candidates who qualify for the above position can forward their CV with certified copies of qualifications and relevant documentation to:

The Human Resources Department

E-mail: [vacancies@nmh.com.na](mailto:vacancies@nmh.com.na) Please write “ **GRADUATE INTERN - CST** Indicating which one of the positions you are interested in for example “**GRADUATE INTERN - CST - Marketing** ” in the subject line. Please note: Only short-listed applicants will be contacted. No documents will be returned.

Closing date: **24 April 2026**

Interviews: **28 - 30 April 2026**

