

CALL FOR (10) UNISA INTERNSHIPS
APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:

- UNISA invites unemployed South African citizens to apply for the 12-month Internship programme. These citizens should have **completed a UNISA qualification**, which is equivalent to NQF level 6 and above.
- Age restriction: not older than 35 years.
- Students with disabilities are encouraged to apply
- Applicants should have no prior work experience.
- Applicants who were previously appointed at UNISA or any other organization will not be considered.
- The position reference and your UNISA student number must be accurately indicated on the portal.
- Applications for multiple positions must be submitted individually.
- Applicants must be **UNISA graduates in the required field(s) of study**.

The University values diversity and inclusion, universal access and welcomes applicants from all backgrounds. For this Internship Programme, preference will be given to persons living with disabilities, and appointments will be made in line with Unisa's Employment Equity Plan.



POSITION REF NUMBER AND LOCATION/ REGION	CONTACT PERSON	DEPARTMENT / DIRECTORATE	MINIMUM QUALIFICATION REQUIRED	NO. OF POSITIONS
REF/EDFM/03 Pretoria (Muckleneuk)	Xoliswa Magqazana 012 429 8280	Executive Director: Facilities Management-	Diploma/ Degree major in Accounting/Finance/ Audit	3
REF/FMM/03 Pretoria (Muckleneuk)	Xoliswa Magqazana 012 429 8280	Facilities Management- Maintenance	Degree/National Diploma in Civil	3
REF/QAE/02 Pretoria (Muckleneuk)	Xoliswa Magqazana 012 429 8280	Quality Assurance and Enhancement:	Diploma/Degree Humanities and Social science/Accounting/ Finance/Administration/ Training and Development	2

REF: FL/CAES-H/MM/2/2026 Florida Campus	<u>Mulanga Munyaradzi</u> <u>012 433 9542</u> <i>or</i> <u>Nomsa Mahlangu</u> <u>012 421 2531</u>	CAES: Labs	BSC Life Sciences in Physiology or Molecular Biology or Biotechnology or Genetics	2
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Competencies:

- Computer literacy in respect of office packages (Microsoft Office 365) and internet
- Good interpersonal relations; communication skills and telephone etiquette
- Ability to take initiative, work in a team under constant supervision
- The ability to prioritize, pay attention to details and go the extra mile
- Sense of commitment, responsibility, and punctuality
- Ability to work under pressure, and under strict deadlines
- Proficiency in English (verbal and written)
- Ability to maintain confidentiality
- Problem solving skills
- Time management
- Ability to work on multiple tasks simultaneously

Duration : **12-month Internship Agreement (non-renewable)**

Assumption of duty : **01 April 2026**

Stipend : **R127 576.00 PA**

Closing date : **27 February 2026**

Enquiries : **HR contact person aligned to the position**

The link will only allow access to Unisa Students and graduates. To apply please click the following link:

[Application form for Internship Program 2026 – Fill out form](#)

You are required to attach the following documents on the applications process.

- Curriculum Vitae
- One-page motivational letter – why you should be considered for this internship.
- Certified copies (Not more than 6 months old) of South African ID, Matric Certificate, Academic Record and Unisa Completed Qualification.

NB: Only PDF format documents are accepted (No pictures and password-protected documents).

CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES ONLY AND THEY ARE ALSO EXPECTED TO AVAIL THEMSELVES ON THE INTERVIEW DATES DETERMINED BY THE UNIVERSITY.

NB: RELOCATION WILL BE AT YOUR OWN EXPENSE

NB: BACKGROUND CHECKS WILL BE CONDUCTED FOR ALL SUCCESSFUL CANDIDATES

All applications should be submitted before 23:59PM on the closing date.

If you have not been contacted within 30 days after the closing date of this advertisement, please accept that your application was not successful.