

CALL FOR APPLICATIONS: INTERNSHIP PROGRAMME

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:

- Unemployed South African Citizens, with no formal work experience and who have **completed a UNISA qualification**. (3 years National Diploma or Degree) which is equivalent to NQF level 6 and above.
- Applicants are expected to first complete the form on the **Portal (Link indicated below)**, thereafter forward requested application supporting documents to the e-mail applicable to the position
<https://forms.office.com/r/WNzP1pAXZ9>
- Both the position Reference and National Identity numbers must be accurately indicated on the Portal
- Applications for multiple positions must be submitted individually
- Age requirement: Not older than 35 years old

POSITION REF NUMBER	POSITION APPLICATION E-MAIL ADDRESS & CONTACT PERSON	COLLEGE / DEPARTMENT / DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED	NUMBER OF POSITIONS
2022/01 SMT	CAES.1@mylife.unisa.ac.za Siliias Tau (012) 429 8583	CAES: Horticulture Centre	Florida: Science campus	ND or Degree Horticulture, Agriculture or Environmental Science	10
2022/02 SMT	DCCD1@mylife.unisa.ac.za Siliias Tau (012) 429 8583	Directorate Counselling and Career Development	KZN Regional Services	BA Honours (Psychology)	1
2022/03 SMT	ICT1@mylife.unisa.ac.za Siliias Tau (012) 429 8583	ICT	Muckleneuk campus	ND: Information Technology, Logistics, Asset Management or above	10
2022/04 SB	ECRegion@mylife.unisa.ac.za Sekitle Bahula (012) 429 3673	Student Affairs and Regional Services: Counselling and Career Development	Eastern Cape Regional Services	Current registered Honours student in Psychology or Industrial Psychology or above	6

2022/05 SB	ECRegion@mylife.unisa.ac.za Sekitle Bahula (012) 429 3673	Communication and Marketing	Eastern Cape Regional Services	3 rd year registered student in ND: Public Relations or BA Communication Science	2
2022/06 XM	VPID@mylife.unisa.ac.za Xoli Malindisa (012) 429 8648	Department of Institutional Advancement: Marketing Division	Muckleneuk campus	Degree or ND in Marketing, Communication or Public Relations	4
2022/07 XM	KZN1@mylife.unisa.ac.za Xoli Malindisa (012) 429 8648	Facilitation of Learning: Durban and Pietermaritzburg	KZN Regional Services	ND Office Administration	2
2022/10 BM	Finance1@mylife.unisa.ac.za Brian Madiehe (012) 429 2715	Finance: Salaries	Muckleneuk campus	Degree or ND in Financial Accounting	2
2022/11 NM	Finance1@mylife.unisa.ac.za Naledi Motlhabane (012) 429 4590	Finance: Creditors	Muckleneuk campus	Degree or ND in Accounting	3
2022/12 NM	UESTATES@mylife.unisa.ac.za Naledi Motlhabane (012) 429 4590	Facilities Management	Florida Science campus	Degree on ND in Electrical, Mechanical and Civil Engineering	3
2022/13 EM	Finance1@mylife.unisa.ac.za Elisa Mokomane (012) 429 4891	Finance: Debtors	Muckleneuk campus	Degree or ND in Finance	6
2022/14 EM	VPID@mylife.unisa.ac.za Elisa Mokomane (012) 429 4891	HR: HR Development	Muckleneuk campus	Degree or ND in Human Resources Management	2
2022/15 DM	VPID@mylife.unisa.ac.za Dumi Mahlwele (012) 429 3605	HR: HR Staffing	Muckleneuk campus	Degree or ND in Human Resources Management	2
2022/16 DM	VPRresearch@mylife.unisa.ac.za Dumi Mahlwele (012) 429 3605	VP: Research, Postgraduate Studies, Innovation and Commercialisation	Inhlayelo Hub	ND in Human Resources Development or Human Resources Management, Postgraduate Diploma in Human Resources Development	2
2022/17ND	MIDLANDS1@mylife.unisa.ac.za Nadine De Jager (012) 429 2355	Library Services	Rustenburg campus	Degree or ND in Library, Information Science	2
2022/19 BD	CEDU1@mylife.unisa.ac.za Bulelwa Daile (012) 429 2353	College of Education: ODeL Acceleration Unit	Muckleneuk campus	<ul style="list-style-type: none"> Bachelor Education in Senior and Further 	50

	Nthabiseng Mpako (012) 429 2588			Education and Training <ul style="list-style-type: none"> • Post Graduate Certification in Education in Senior Phase FET Training • Advanced Diploma in Computer Integration Education or any relevant Advanced Diploma, Degree or ND in ICT related fields of study 	
2022/21 NM	UESTATES@mylife.unisa.ac.za Nthabiseng Mpako (012) 429 2353	Support Services: Operations and Facilities	Muckleneuk campus	Degree ND in Horticulture or Agriculture	2
2022/22 RM	VPresearch@mylife.unisa.ac.za Ringeta Mavasa (012) 429 6265	Research, Innovation and Commercialisation: Research Support – Professional Research Committee	Muckleneuk campus	Degree or ND in Marketing and Communications, Public Relations or Library Science	1
2022/23 RM	ECRegion@mylife.unisa.ac.za Ringeta Mavasa (012) 429 6265	Student Affairs and Regional Service: Academic Technology Support Unit	Eastern Cape Regional Services	ND in Information Technology	3
2022/24 ND	VPresearch@mylife.unisa.ac.za Nicolene Dunjana (012) 429 2355	Research, Innovation and Commercialisation: Research Support	Muckleneuk campus	Honours Degree in Social, health or Human Sciences	2
2022/25 ND	Finance1@mylife.unisa.ac.za Nicolene Dunjana (012) 429 2355	Finance: Bank Reconciliation Section	Muckleneuk campus	Degree or ND in Accounting or Finance	2
2022/26 HM	Finance1@mylife.unisa.ac.za Hlobisile Maseko (012) 429 4901	Supply Chain Management: Procurement	Florida Science Campus	Degree or ND in Logistics, Supply Chain or Procurement	4
2022/28 NV	UESTATES@mylife.unisa.ac.za Nadia Van Vuren (012) 429 2066	University Estate: Office of the Executive Director	Muckleneuk campus	Degree or ND in Management Accounting	2

2022/30 CHN	UESTATES@mylife.unisa.ac.za Charles Ndlovu (012) 429 3075	University Estate: Waste Management Section	Muckleneuk campus	Degree or ND in Environmental Science	2
2022/31 CHM	UESTATES@mylife.unisa.ac.za Charles Ndlovu (012) 429 3075	University Estate: Maintenance	Florida Science Campus	Degree of ND in Civil Engineering	4
2022/32 CHM	CEST1@mylife.unisa.ac.za Charles Ndlovu (012) 429 3075	Institute for Nanotechnology and Water Sustainability	Florida Science campus	Degree or ND in Chemical Engineering, Chemistry or Material Science	2

Requirements:

- Computer literacy in respect of office automation packages (Microsoft Office Suite) 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 detail and go the extra mile
- Sense of commitment, responsibility, and punctuality
- Ability to work under pressure and strict deadlines
- Proficiency in English (Verbal and written)
- Ability to maintain confidentiality
- Problem solving skills
- Time Management

Duration : **12 Months**

Assumption of duty : **1 February 2023**

Stipend : **R102 311 p.a** (For Graduates)
R74 767 p.a (For final year Undergraduates)

Closing date : **23 December 2022**

Enquiries : **[Contact person aligned to the position](#)**

To apply please submit the following documents:

- Curriculum Vitae
- One-page motivational letter – why you should be considered for this internship
- Certified copies (Not more than 6 months old) of the following:
 1. Matric certificate, and all other qualifications
 2. Academic record on an official letterhead
 3. South African Identity Book/Card



**We welcome applications from persons with disability
Appointments will be made in accordance with Unisa's Employment Equity Plan.**

All the above-mentioned documents should be forwarded to the [E-mail address aligned to the position](#)

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

All applications should be submitted before 16h00 on 23rd December 2022.

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