

**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.
- Interns who were previously appointed at UNISA or any other institution may not apply.
- Applicants are expected to complete the form on the **Portal** (**Link indicated below**),
- **Applicants are advised to log in with mylife e-mail address to access the link**  
<https://forms.office.com/r/bgGOALy1CU>
- Both the position reference and your UNISA student number must be accurately indicated on the Portal
- Applications for multiple positions must be submitted individually
- Age requirement: Not older than 35 years old
- Applicants must be **only UNISA Graduates**

**WHERE?**

POSITION REF NUMBER	POSITION APPLICATION E-MAIL ADDRESS & CONTACT PERSON	COLLEGE / DEPARTMENT / DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED	NUMBER OF POSITIONS
KZN/01/03	masanbl@unisa.ac.za Bongi Masango 0124841256	Academic, Technology and support department	Library Unit: KZN  <b>Durban X2 Pietermaritzburg X1</b>	National Diploma and bachelor's degree Information Science	3
FRC/01/08	masanbl@unisa.ac.za Bongi Masango 0124841256	College of Science, Engineering and Technology	CSET Engaged Scholarship Projects: ScienceEdge, iNanoWS- Sustainable	BSc or Diploma in Sciences, Computing, Information Systems, Engineering disciplines.	8

			Nanotechnology Solutions <b>Florida</b>		
KZN/02/01	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango 0124841256	Counselling and Career Development Unit	Directorate of Counselling and Career Development. KZN Region: <b>Durban</b>	Degree/Diploma in Office Management and Technology/Office Administration/Business	1
PTA/01/02	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango 0124841256	Department of Research, Innovation and Commercialisation	Directorate of research, Innovation and Commercialization <b>Muckleneuk campus</b>	Any in the areas of: Bachelor's or honours in public health, Social Sciences, Psychology, Business studies Bachelor of Administration or Bachelor of Business Administration, or Bachelor of Commerce in Business	2
PTA/02/02	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango 0124841256	Department of Institutional Intelligence	Institutional Research: <b>Muckleneuk campus</b>	Degree or HEQF equivalent in Social Sciences discipline or Degree or HEQF equivalent in Social Sciences discipline with a major/minor in statistics	2

PTA/03/01	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango 0124841256	Department of Institutional Intelligence	Business Intelligence: <b>Muckleneuk campus</b>	Degree/Diploma in IT/Information Systems/Computing/Statistics/Quantitative Analysis	1
MFC/01/01	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango 0124841256	Department of Quality Assurance and Enhancement	Directorate: Sustainability, Monitoring and Evaluation <b>Muckleneuk and Florida</b>	Diploma or Degree Environmental Sciences	1
MFC/02/01	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango 0124841256	Department of Quality Assurance and Enhancement	Directorate: Sustainability, Monitoring and Evaluation <b>Muckleneuk and Florida</b>	Bachelor of Accounting Sciences in Internal Auditing/Financial Accounting	1
PTA/04/01	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango 0124841256	Department of: Tuition Support and Facilitation of Learning	Student Retention Unit <b>Muckleneuk campus</b>	Bachelor of Administration or Bachelor of Business Administration or Bachelor of Commerce in Business Management or Diploma in Office Management	1
KZN/03/01	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango 0124841256	Deputy Registrar: Student Affairs and Regional Services: KZN	Communication and Marketing Unit <b>Campus: Durban</b>	Degree or Diploma in Communication, Marketing and Public Relations.	1

KZN/04/02	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango 0124841256	Teaching and Learning: KZN	Teaching and Learning: <b>KZN Durban X1</b>  <b>Richards Bay X1</b>	Degree or Diploma in Office Administration	2
FRC/02/08	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango 0124841256	Electrical Engineering	College of Science Engineering and Technology (CSET): <b>Florida Campus</b>	National Diploma (Ndip) in Electrical/ Electronics/Mechatronics/Computer systems Engineering	8
KNZ/05/01	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango 0124841256	Registrar	KZN Regional Services-Campus: <b>Pietermaritzburg</b>	Degree or Diploma in Finance/Accounting/ Financial Management	1
FRC/03/04	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango 0124841256	Mechanical Engineering	School of Engineering: <b>Florida Campus</b>	Adv Diploma/Btech in Mechanical Engineering, Electrical/Mechatronics Engineering/Computer	4
KZN/06/01	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango 0124841256	Regional Services	Regional Services Centre Management: <b>Durban</b>	Degree or Diploma in Risk Management	1
KZN/07/12	<a href="mailto:mothasp@unisa.ac.za">mothasp@unisa.ac.za</a> Sphiwe Motha 012 484 1257	Deputy Registrar and Student Affairs	Student Admin and Financial Aid (SAFA)KZN Region <b>Durban x4</b>  <b>Pietermaritzburg X3</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree</li> <li>• Must At Least have Financial</li> </ul>	12

			<b>Richards Bay X3</b> <b>Newcastle X2</b>	Accounting Modules	
<b>PTA/05/03</b>	<u><a href="mailto:mothasp@unisa.ac.za">mothasp@unisa.ac.za</a></u> Sphiwe Motha 012 484 1257	ICT	Multimedia Centre <b>Muckleneuk campus</b>	National Diploma or Degree: Film and Video Productions/Multimedia/Arts and Visual Animations Design/Photography	3
<b>PTA/06/01</b>	<u><a href="mailto:mothasp@unisa.ac.za">mothasp@unisa.ac.za</a></u> <u>Sphiwe Motha</u> <u>012 484 1257</u>	Strategy, Risk and Advisory Services: Institutional Intelligence	Strategy and Planning: Strategy and Information Analysis <b>Muckleneuk campus</b>	National Diploma or Bcom or Honours/ Postgraduate Diploma/ Advance Diploma: Business Administration/Management, Project Management, Quantitative Management, Statistics, Mathematics, Information Science.; or related field.	1
<b>PTA/07/01</b>	<u><a href="mailto:mothasp@unisa.ac.za">mothasp@unisa.ac.za</a></u> <u>Sphiwe Motha</u> <u>012 484 1257</u>	Strategy, Risk and Advisory Services: Institutional Intelligence	Strategy and Planning: Administration and Project management <b>Muckleneuk campus</b>	National Diploma or bachelor's Degree/ Postgraduate Diploma/ Advance Diploma: Public	1

				Administration, Project Management; or related field	
PTA/08/01	<a href="mailto:mothasp@unisa.ac.za">mothasp@unisa.ac.za</a> Sphiwe Motha 012 484 1257	Strategy, Risk and Advisory Services: Institutional Intelligence	Business Intelligence <b>Muckleneuk campus</b>	National Diploma or bachelor's degree Information Technology	1
PTA/09/01	<a href="mailto:mothasp@unisa.ac.za">mothasp@unisa.ac.za</a> Sphiwe Motha 012 484 1257	Strategy, Risk and Advisory Services: Institutional Intelligence	ED <b>Muckleneuk campus</b>	National Diploma or bachelor's degree in Administrative Management, Administration	1
PTA/10/06	<a href="mailto:mothasp@unisa.ac.za">mothasp@unisa.ac.za</a> Sphiwe Motha 012 484 1257	Strategy, Risk and Advisory Services:	Legal Services <b>Muckleneuk campus</b>	National Diploma in Law / LLB	6
PTA/11/02	<a href="mailto:mothasp@unisa.ac.za">mothasp@unisa.ac.za</a> Sphiwe Motha 012 484 1257	Strategy, Risk and Advisory Services: Risk and Compliance	Enterprise and Risk Management <b>Muckleneuk campus</b>	National Diploma, Bcom or BTech: Risk: Internal Audit; Business Management; Financial Management or related field.	2
PTA/12/02	<a href="mailto:mothasp@unisa.ac.za">mothasp@unisa.ac.za</a> Sphiwe Motha 012 484 1257	Strategy, Risk and Advisory Services: Risk and Compliance	Compliance <b>Muckleneuk campus</b>	National Diploma, Bcom or BTech: Compliance; Internal Audit; Business Management; LLB or related field.	2
PTA/13/05	<a href="mailto:mothasp@unisa.ac.za">mothasp@unisa.ac.za</a> Sphiwe Motha	Strategy, Risk and Advisory Services:	Quality Assurance and Enhancement	Bachelor of Accounting Sciences	5

	<u>012 484 1257</u>		<b>Muckleneuk campus</b>	in Internal Auditing, Bachelor of commerce in Quantitative Management, Diploma in Operation Management, Bachelor of commerce in supply chain and Operation Management.	
PTA/14/01	<a href="mailto:mothasp@unisa.ac.za">mothasp@unisa.ac.za</a> Sphiwe Motha <u>012 484 1257</u>	Strategy, Risk and Advisory Services:	Office of Vice Principal <b>Muckleneuk campus</b>	LLB, Public Administration, Administration, or any related field	1
PTA/15/05	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	CEMS: Office of Graduate Studies and Research	CEMS Deanery <b>Muckleneuk campus</b>	Bachelor's degree in Marketing and Retail Management, Human Resource Management, Public Administration, Applied Management, Economics, Finance Risk Management and Banking, Industrial and organisational Psychology, Decision science and Operations Management	5

ECR/01/01	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	Deputy Registrar Student Affairs and Regional Services	Human Resource Department  <b>Eastern Cape-East London</b>	3 years National Diploma or Degree in Human Resources Management	1
ECR/02/01	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	Eastern Cape Region (East London)	Finance and Operation  <b>Eastern Cape-East London</b>	BCom/Diploma in Accounting, Finance, Supply chain, and General management	1
PTA/16/03	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	Facilities Management	Maintenance-Regional Support <b>Muckleneuk campus</b>	Diploma in Mechanical or Electrical Engineering	3
PTA/17/03	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	Facilities Management	Maintenance <b>Muckleneuk campus</b>	Diploma or Degree in Office Administration	3
PTA/18/03	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	Facilities Management	Maintenance <b>Muckleneuk campus</b>	Diploma in Civil Engineering	3
PTA/19/02	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	Facilities Management	Maintenance <b>Muckleneuk campus</b>	Diploma in Mechanical Engineering	2
PTA/20/04	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	Facilities Management	Maintenance <b>Muckleneuk campus</b>	Mechanical or Electrical Diploma	4



PTA/21/02	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	Facilities Management	Maintenance <b>Muckleneuk campus</b>	Diploma in Electrical Engineering	2
FRC/04/02	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	Facilities Management- Maintenance	Florida/Science <b>Florida Campus</b>	National Diploma in Engineering: Civil	2
ECR/03/02	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	Library Services	Library Services <b>Eastern Cape-East London</b>	Degree or National Diploma in Library and Information Studies / Science	2
PTA/22/01	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	Office of Executive Dean: CEMS	CEMS Deanery <b>Muckleneuk campus</b>	Degree or National Diploma in Administrative Management or Post matric qualification	1
ECR/04/01	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	Regional Services- Eastern Cape region- Gqeberha (Port Elizabeth) office	Regional Services Centre <b>Eastern Cape- Port Elizabeth</b>	Diploma or Degree in Administrative Management	1
GPR/01/06	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	Registrar	Gauteng Region <b>Vaal Johannesburg Florida Ekurhuleni Sunnyside</b>	Completed Honours in Psychology at Unisa	6
ECR/05/01	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa (012) 429 8286	ICT	Deputy Registrar Student Affairs and Regional Services: <b>Eastern Cape-East London</b>	Bachelor's degree or National Diploma in ICT	1

FRC/05/10	<a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a> Xoliswa Magqazana 0124298280	CAES Laboratory and Horticulture Centre	Horticulture Centre with greenhouse and herbarium (Florida)  <b>Florida</b>	Undergraduates for Horticulture, Agriculture and Environmental Science.	10
FRC/06/02	<a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a> Xoliswa Magqazana 0124298280	Department of Agriculture and Animals Health	Department of Agriculture and Animal Health  <b>Florida</b>	BTech or BSc, BSc Hons, MSc in any plant sciences/agriculture qualification	2
PTA/23/06	<a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a> Xoliswa Magqazana 0124298280	Department of Early Childhood of Education	College of Education: School of Teacher Educators- Department of Early Childhood Education  <b>Muckleneuk campus</b>	B.Ed. foundation phase B.Ed Honour	6
PTA/24/02	<a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a> Xoliswa Magqazana 0124298280	Expenditure Management	Funds Administration  <b>Muckleneuk campus</b>	Minimum requirement- National Diploma with Accounting as a major subject	2
GPR/02/03	<a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a> Xoliswa Magqazana 0124298280	Finance	Division Student Funding (DSF)  <b>Sunnyside Campus</b>	degree or diploma with accounting	3

PTA/25/05	<a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a> Xoliswa Magqazana 0124298280	Finance-CFO Portfolio	Finance-Expenditure Management: Creditors <b>Muckleneuk campus</b>	Accounting Degree or Diploma	5
JHB/01/01	<a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a> Xoliswa Magqazana 0124298280	Institute for Social Health Sciences	Institute for Social Health Sciences  <b>Lanesia (Johannesburg )</b>	Degree or diploma with Management accounting	1
PTA/26/03	<a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a> Xoliswa Magqazana 0124298280	Institutional Advancement	UNISA Foundation and Alumni Relations <b>Muckleneuk campus</b>	Diploma or Degree Project management, Commercial/ Business, communication, Marketing and/or media, Finance	3
NWR/01/02	<a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a> Xoliswa Magqazana 0124298280	Midland's region	Library services: <b>Rustenburg Campus</b>	Diploma Library and Information Sciences and B.Inf	2
GPR/03/01	<a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a> Xoliswa Magqazana 0124298280	SMPD	Print Production <b>Muckleneuk campusX3 Florida X2</b>	A degree in Business Administration, Business management, or Accounting to prepare them for the responsibility of operations	5

MPR/01/01	<a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a> Xoliswa Magqazana 0124298280	Student Administration and Systems integration.	North Eastern Region: Nelspruit Office <b>Nelspruit Campus</b>	3 Year Degree/Diploma in Administrative Management/Bachelor of Administration	1

**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 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
- For Multimedia Center, it would be advantageous for a candidate to have knowledge of Adobe Creative Cloud Package and Live video Streaming

**Duration** : **6 Months**

**Assumption of duty** : **1 August 2023**

**Stipend** : **R5 000 (per month)**

**Closing date** : **30 June 2023**

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

To apply please fill the online form from this link <https://forms.office.com/r/bgG0ALy1CU> and attach 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
  2. Qualifications
  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 uploaded on the link below

<https://forms.office.com/r/bgG0ALy1CU>

**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.**

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