

CALL FOR APPLICATIONS: INTERNSHIP PROGRAMME

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:

- Unemployed South African Citizens who have **completed a UNISA qualification**. (3 years National Diploma or Degree) which is equivalent to NQF level 6 and above.
- With no formal work experience in the field of application.
- Interns who were previously appointed at UNISA or any other institution may not apply.
- 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**
- To apply please click the following link to access application form
<https://forms.office.com/r/LJ8AXECUMQ>

NB: The link will only allow access to Unisa students and graduates.

POSITION REF NUMBER	POSITION APPLICATION E-MAIL ADDRESS & CONTACT PERSON	COLLEGE / DEPARTMENT / DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED	NUMBER OF POSITIONS
HRM/02/PTA/24	Sphiwe Motha 012 484 1257	Human Resources-Remuneration and Administration	2X Muckleneuk Campus (Pretoria)	Diploma/Degree in HRM or Industrial Psychology	2
HRD/01/PTA/24	Kagiso Maphoto 012 429 3446	Human Resource-HRD	1X Muckleneuk Campus (Pretoria)	Diploma/Degree in HRD/HRM or Postgraduate Diploma in HRD/HRM	1
ICT/03/PTA-24	Sphiwe Motha 012 484 1257	ICT-Multimedia Centre	3X Muckleneuk Campus (Pretoria)	Diploma/Degree in Film and Television Productions/Graphic Design /Animations/Sound Engineering	3
SAS/05/NER/24	Cindy Khosa 012 429 8286	Student Administration and System Integration	3X Polokwane 1X Middleburg 1X Nelspruit	Diploma/Degree in Public Administration/Management including Office Management	5
CCD/04/KZN/24	Kagiso Maphoto 012 429 3446	Counselling and Carer Development	2X Durban 2X Pietermaritzburg	BA Hon Psychology	4

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.


Duration	:	12 Months
Assumption of duty	:	01 March 2024
Stipend	:	R114 080.00 p. a
Closing date	:	16 February 2024
Enquiries	:	Contact person aligned to the position

To apply please click the following link to access application form <https://forms.office.com/r/U8AXECUMQ>

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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 and Unisa Completed Qualification

We welcome applications from persons with disability 

Appointments will be made in accordance with Unisa's Employment Equity Plan.

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

Preference will be given to applicants residing within the areas specified on the advert.

All applications should be submitted before 16h00 on the closing date.

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