

CALL FOR APPLICATIONS: INTERNSHIP PROGRAMME

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:

- Unemployed South African Citizens who have **completed a UNISA qualification**, which is equivalent to NQF level 6 and above.
- With no formal work experience in the field of application.
- Applicants who were previously appointed at UNISA or any other Organization 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
- Applicants must be **only UNISA Graduates**

POSITION REF NUMBER	POSITION APPLICATION E- MAIL ADDRESS & CONTACT PERSON	COLLEGE / DEPARTMENT / DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED	NUMBER OF POSITIONS
QAE/01/2025	Wisani Khosa 012 429 8286	Quality Assurance and Enhancement: Sustainability, monitoring and Evaluation	Muckleneuk/Florida Campus	Qualification in Internal Audit or Accounting Sciences	1
INS/02/2025	Kagiso Maphoto 012 429 3446	Institute for Nanotechnology and water sustainability	Florida Campus	Advanced Diploma in Chemical Engineering Or BSc Chemistry	2
WCF/01/2025	Kagiso Maphoto 012 429 3446	Regional Services (Western Cape) Finance	Cape Town	BCom Financial Management or BCom Accounting	1
WCC/01/2025	Kagiso Maphoto 012 429 3446	Regional Services (Western Cape) Corporate Communication and Marketing	Cape Town	Diploma in Public Relations or Diploma in Marketing Management	1
WCL/02/2025	Kagiso Maphoto 012 429 3446	Regional Services (Western Cape) Library	Cape Town	Bachelor of Information Science or Higher Diploma in Library and Information Science	2
WCH/02/2025	Kagiso Maphoto	Regional Services (Western Cape) Human Resources	Cape Town	BCom Human Resources Management or B.com Industrial	2

	012 429 3446			Psychology	
CSL/02/2025	Kagiso Maphoto 012 429 3446	CAES Laboratories	Florida Campus	BSc Honors in Life Sciences	2
ISH/01/2025	Kagiso Maphoto 012 429 3446	Institute for Social and Health Sciences	Lenasia	Bachelor of Business Administration or B.com in Financial Management	1
LSP/02/2025	Kagiso Maphoto 012 429 3446	Library and Information services: Library procurements	Muckleneuck Campus	Bachelor of Information Science or Postgraduate diploma in information science	2
USF/10/2025	Kagiso Maphoto 012 429 3446 Mulanga Munyaradzi 012 433 9542	University Estate: Facilities Management	Florida	Diploma in Civil Engineering x3 Diploma in Electrical Engineering x2 Diploma in Mechanical Engineering x5	10
FMM/02/2025	Xoliswa Magqazana 012 429 8280	Facilities Management: Maintenance	Muckleneuk Campus (Pretoria)	Degree/Diploma in Civil Engineering/ Building	2
ICG/02/2025	Xoliswa Magqazana 012 429 8280	ICT: Governance	Muckleneuk Campus (Pretoria)	ND/ Degree in Information Technology or relevant IT Qualification.	2
ICR/04/2025	Xoliswa Magqazana 012 429 8280	ICT: Risk and Compliance	Muckleneuk Campus (Pretoria)	ND/ Degree in Risk Management, Information Technology, Auditing, or any Risk and Compliance Qualification	4
ICP/04/2025	Xoliswa Magqazana 012 429 8280	ICT: Project Management and Business Analysis	Muckleneuk Campus (Pretoria)	ND/ Degree in Information Technology or relevant IT and Project Management Qualification	4
ICB/05/2025	Xoliswa Magqazana	ICT: Budget, Procurement and Contract Management	Muckleneuk Campus (Pretoria)	ND/Degree Public Procurement Management, Financial	5

	012 429 8280			Management, Supply Chain Management or any relevant Qualification	
ICA/05/2025	Xoliswa Magqazana 012 429 8280	ICT: Asset Management	Muckleneuk Campus (Pretoria)	ND/ Degree logistics, Supply Chain Management or any relevant Qualification	5
RSA/07/2025	Bongi Moloji 012 484 1256	Regional Services: Gauteng	JHB X1, Vaal X2, Ekurhuleni X1, Pretoria X2, Florida X1	Honours in Psychology	7
ICS/05/2025	Khanyisa Hobololo 012 433 9543	ICT: Service Delivery Management	Muckleneuk Campus (Pretoria)	ND – Information Technology or related Degree (NQF L6)	5
FDS/05/2025	Khanyisa Hobololo 012 433 9543	Finance: Division Student Funding	Sunnyside Campus	Qualification in Accounting or any related Degree	3
SCM/06/2025	Bongi Moloji 012 484 1256 Khanyisa Hobololo 012 433 9453	Supply Chain Management	Muckleneuk Campus (Pretoria)	Diploma/Degree in Logistics/Procurement/ Finance (NQF 6)	6
SAP/09/2025	Mulanga Munyaradzi 012 433 9542	Student Administration and Systems Integration: Northeastern Region	Polokwane Campus X4 Middelburg X1 Giyani X1 Nelspruit X3	Degree or Diploma in Administrative Management/ Bachelor of Administration/Public Administration/Office Management	9
SAS/03/2025	Mulanga Munyaradzi 012 433 9542	Student Administration and Systems Integration: Northeastern Region	Polokwane campus x2 Nelspruit campus X1	BA Communication Science/Public Relations Diploma/BCom Marketing	3
FOM/01/2025	Sphiwe Motha 012 484 1257	Finance Operations	Polokwane Campus	Degree or Diploma in HRM	1
FOM/02/2025	Sphiwe Motha 012 484 1257	Finance Operations	Polokwane Campus	Degree or Diploma in Financial Accounting	2

LRU/03/2025	Sphiwe Motha 012 484 1257	Library Unit	Durban Campus	Honours Degree or Degree or Diploma in Information Science / Library Science	3
KZN/01/2025	Sphiwe Motha 012 484 1257	Maintenance	Durban Campus	Diploma In Electrical Engineering	1
KZN/05/2025	Sphiwe Motha 012 484 1257	Student Admissions and Financial Aid (SAFA)	Durban Campus	Degree/ Diploma in the College of Management Sciences.	5
CCD/01/2025	Sphiwe Motha 012 484 1257	Directorate counselling and career development	Durban Campus	Degree or Diploma in Business Management/Administration/Public Administration/ Office Management and Technology	1
KZN/04/2025	Sphiwe Motha 012 484 1257	Facilities of Learning	Durban Campus x2 Pietermaritzburg x1 Richards Bay x1	Diploma In Administration/ Management/ BA in Administration	4
CCD/04/2025	Sphiwe Motha 012 484 1257	Directorate counselling and career development	Durban Campusx2 Pietermaritzburg x2	BA Hons (Psychology)	4
RPR/01/2025	Sphiwe Motha 012 484 1257	Registrar	Pietermaritzburg Campus	Degree / Diploma in Business Administration/ Office Management and Technology/Public Administration	1
FOD/01/2025	Sphiwe Motha 012 484 1257	Finance Operations	Durban Campus	Degree/ National Diploma in Finance/ Accounting	1
CMD/02/2025	Sphiwe Motha 012 484 1257	Communication & Marketing	Durban Campus	Diploma/ Degree in Communication/ Marketing/ Event Management/Public Relations	2

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 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.

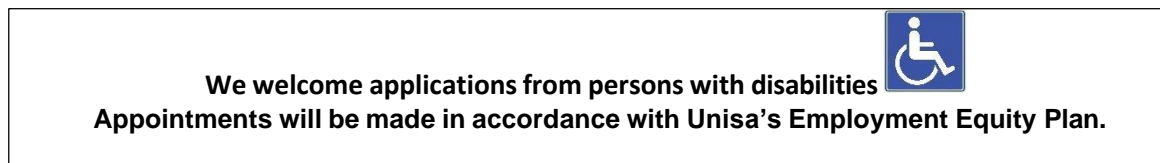
Duration	:	12 Months
Assumption of duty	:	01 March 2025
Stipend	:	R120 925.00 p. a
Closing date	:	31 January 2025
Enquiries	:	Contact person aligned to the position

The link will only allow access to Unisa Students and graduates. To apply please click the following link
<https://forms.office.com/r/iQYE6cCQWQ>

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 ONLY AND ARE ALSO EXPECTED TO AVAIL THEMSELVES ON THE INTERVIEW DATES DETERMINED BY THE EMPLOYER

NB: RELOCATION WILL BE AT YOUR OWN EXPENSE

NB: BACKGROUND CHECKS WILL BE CONDUCTED FOR ALL SUCCESSFUL CANDIDATES

All applications should be submitted before 16h00 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.