

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
- 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
FSP/02/2025	Khanyisa Hobololo 012 433 9543	Finance: Salary Administration (Payroll)	Muckleneuk (Pretoria)	Diploma/Degree in Accounting/Finance or related qualification	2
SBL/01/2025	Khanyisa Hobololo 012 433 9543	ICT: SBL	Midrand SBL	Diploma/Degree in Information Technology or related qualifications	1
FFM/04/2025	Xoliswa Magqazana 012 429 8280	Facilities Management: Maintenance	Muckleneuk Campus (Pretoria)	Diploma in Civil Engineering	4
IAC/01/2025	Wisani Khosa 012 429 8286	Department of Institutional Advancement in the Directorate of Communication Marketing and Events	Muckleneuk	Degree in ICT with some modules in Web front end development, HTML and style sheet	1

DIA/01/2025	Wisani Khosa 012 429 8286	Department of Institutional Advancement in the Directorate of Communication Marketing and Events	Muckleneuk	Bachelor's degree with English as a major subject and one or more other official languages	1
ECR/02/2025	Bongi Moloi 012 484 1256	Eastern Cape Region: Marketing and Communication	East London	National Diploma Public Relations Management / BA Communication Science / National Diploma/Degree Marketing	2
ELR/01/2025	Bongi Moloi 012 484 1256	Eastern Cape Region	East London	Diploma in Administration / Office Management	1
ECR/06/2025	Bongi Moloi 012 484 1256	Eastern Cape Region	Mthatha x2 East London x2 Gqeberha x2	Completed Degree and Honours: Psychology / Industrial Psychology Or Completed Degree and currently registered at Unisa for Honours Psychology / Industrial Psychology Recommended: Peer help or Student Mentor certificate	6
QAE/02/2025	Bongi Moloi 012 484 1256	Quality Assurance and Enhancement: Institutional Quality Assurance and Enhancement	Muckleneuk	National Diploma or Degree in Humanities / Social Sciences / Education / Accounting / Finance / Administration / Education Training and Development	2
GPR/08/2025	Bongi Moloi 012 484	Gauteng Regional Services: Technology Enhanced	Jhb 2 Vaal 1 Ekurhuleni 1 Sunnyside 2 Florida 2	Diploma or Degree in IT / Bachelor of Science in Computing / Informatics	8

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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 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	:	14 February 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/7Cy8K8E2aL>


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).

We welcome applications from persons with disabilities

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

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.