

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 will not be considered.
- The position reference and your UNISA student number must be accurately indicated on the portal.
- Applications for multiple positions must be submitted individually.
- Age restriction: not older than 35 years.
- Applicants must be **UNISA graduates in the required field(s) of study**.

POSITION REF NUMBER	POSITION APPLICATION E-MAIL ADDRESS & CONTACT PERSON	COLLEGE / DEPARTMENT / DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED	NUMBER OF POSITIONS
URP/07/2025	Kagiso Maphoto 012 429 3446 OR Mulanga Munyaradzi 012 433 9542	UNISA RADIO-Communication Division (Journalism)	Pretoria Muckleneuk	A National Diploma in Public Relations or bachelor's degree in communication, Marketing,	7
URP/03/2025	Kagiso Maphoto 012 429 3446 OR Mulanga Munyaradzi 012 433 9542	UNISA RADIO-Communication Division (Broadcast Assistant)	Pretoria Muckleneuk	A National Diploma or bachelor's degree in Multimedia, Diploma in Electrical Engineering	3
WGD/01/2025	Mr. Khanyisa Hobololo 012 433 9543	Institutional Advancement: Communication, Marketing & Events. (Web Graphic Design). (Capability in Graphic Design Software)	Pretoria (Muckleneuk)	Bachelor of Arts (Visual & Multimedia Arts) (Include short portfolio of Graphic Designs on cv)	1
CGD/02/2025	Mr. Khanyisa Hobololo 012 433 9543	Institutional Advancement: Communication, Marketing & Events. (Social Media) (Capability in Graphic Design)	Pretoria (Muckleneuk)	Bachelor of Arts (Communication Sciences/Studies) or National Diploma (Public Relations)	2

		Software & social media basic competency)			
MEM/02/2025	Mr. Khanyisa Hobololo 012 433 9543	Institutional Advancement: Communication, Marketing & Events. (Events Management)	Pretoria (Muckleneuk)	Bachelor of Arts (Communication Sciences/Studies) or National Diploma (Public Relations)	2
CME/02/2025	Xoliswa Magqazana 012 429 8280	Institutional Advancement: CME (Marketing)	Pretoria (Muckleneuk)	Diploma or Degree in Marketing	2
CME/03/2025	Xoliswa Magqazana 012 429 8280	Institutional Advancement: CME (Communication)	Pretoria (Muckleneuk)	Diploma or Degree in Communication, Media Studies, Journalism or Public Relations	3

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 details 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 September 2025**
Stipend : **R120 925.00 PA**
Closing date : **10 August 2025**
Enquiries : **HR 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/xvkNx0Mvyw>

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 CANDIDATES ONLY AND THEY
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 23:59PM 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.**