

## CALL FOR APPLICATIONS: INTERNSHIP PROGRAMME

## APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:

- Unemployed South African Citizens, with no work experience and have <u>completed a UNISA</u> <u>qualification.</u> (3 years National Diploma or Degree) which is equivalent to NQF level 6 and above.
- Age requirement: Not older than 35 years old.

DEPARTMENT / DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED
Department of Quality Assurance and Enhancement (DIQAE) and the Academic Quality Assurance and Enhancement Unit (AQAE) x 11	CEDU - Muckleneuk (1) CLAW - Muckleneuk (1) CHS - Muckleneuk (1) CAS - Muckleneuk (1) CEMS - Muckleneuk (1) CSET - Florida (1) CAES – Florida (1) CGS - Muckleneuk (1) SBL - Midrand (1) TMALI - Muckleneuk (1) Finance (Project Management Office) - Muckleneuk (1)	<ul> <li>Diploma in Accounting Science.</li> <li>Bachelor of Accounting Sciences.</li> <li>Bachelor of Commerce in Financial Management.</li> <li>Diploma in Administrative Management.</li> <li>Diploma in Public Administration and Management.</li> <li>Bachelor of Administration.</li> <li>Post Grad Diploma in Project Management.</li> </ul>

## **Requirements:**

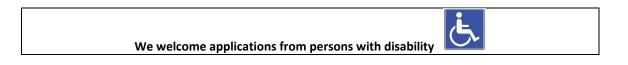
- Computer literacy in respect of office automation packages (Microsoft Office Suite) and internet
- Proficiency in English (Verbal and written)
- Good interpersonal relations; communication skills and telephone etiquette
- Ability to take initiative; work in a team under constant supervision
- Sense of commitment, responsibility and punctuality
- Ability to work under pressure and strict deadlines
- The ability to prioritize and pay attention to details
- Problem solving skills
- Ability to maintain confidentiality

Duration	:	12 Months
Assumption of duty	:	As soon as possible
Stipend	:	R102 311 p.a
Closing date	:	18 January 2022
Enquiries	:	HRD@unisa.ac.za

To apply please submit the following documents:

- Curriculum Vitae
- Certified copy of matric certificate, and all other qualifications

- Certified transcript or record on an official letterhead
- Certified copy of South African Identity Book/Card
- One-page motivational letter why you should be considered for this internship



All the above-mentioned documents should be e-mailed to the following email address:

## HRD@unisa.ac.za

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

Correspondence will be limited to short-listed candidates only. If you have not been contacted within 2 weeks after closing date of this advertisement, please accept that your application was not successful.