

CALL FOR APPLICATIONS: INTERNSHIP PROGRAMME

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:

- Unemployed South African Citizens, with no work/less than 6 months experience and have **completed a UNISA qualification**. (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
Deputy Registrar: Governance (Institutional Governance, Committee Services and Ethics Management) x 6	Muckleneuk and Solomon Mahlangu Campus	<ul style="list-style-type: none"> • Bachelor of Laws • Bachelor of Arts in Politics, Philosophy and Economics • Bachelor degree (Majoring in English) • Bachelor of Arts in Creative Writing • Postgraduate Diploma in Risk Management/Governance/Compliance Bachelor of Commerce in: <ul style="list-style-type: none"> • Risk Management • Law • Human Resource Management • Business Management Diploma in: <ul style="list-style-type: none"> • Law • Human Resource Management • Administrative Management
Legal Services x 10	Muckleneuk	<ul style="list-style-type: none"> • Bachelor of Laws (LLB) • Diploma in Law
DIA (College of Graduate Studies) x 1	Muckleneuck Campus	<ul style="list-style-type: none"> • Diploma in Public Relations. • Bachelor of Arts in Communication Science. • Diploma in Marketing Management • Bachelor of Commerce in Marketing Management

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 : **27 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

We welcome applications from persons with disability



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.