

**CALL FOR APPLICATIONS: INTERNSHIP PROGRAMME**

**APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:**

- Unemployed South African Citizens, with no work 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
<b>Department of Quality Assurance and Enhancement (DIQAE) and the Academic Quality Assurance and Enhancement Unit (AQAE) x 11</b>	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 style="list-style-type: none"> <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](mailto: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](mailto: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.