

CALL FOR APPLICATIONS: INTERNSHIP PROGRAMME

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:

- Unemployed South African Citizens who completed a Unisa related qualification (Degree or 3 years National Diploma) 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: Student Affairs and Regional Services x2	Midlands Region (Counselling and Career Development)	<ul style="list-style-type: none"> ▪ Degree in Psychology
Tuition Support and Facilitation of learning x2	Muckleneuk (Centre for Professional Development)	<ul style="list-style-type: none"> ▪ 3 years National Diploma/Degree in Professional Development, Information systems, Computer Science, Social Sciences, Education and Humanities
KZN Regional Directorate x2	KZN (Regional Director's Office)	<ul style="list-style-type: none"> ▪ Degree Archival Studies (1) ▪ Information Technology (1)
ICT x3	Muckleneuk (Multimedia Centre)	<ul style="list-style-type: none"> ▪ 3 years National Diploma/Degree: Film and Video productions/Art sand Visual Animation Design
Institute for Social and Health Sciences x1	Gauteng Region (Lenasia) - (Communication & Marketing)	<ul style="list-style-type: none"> ▪ 3 years National Diploma/Degree in Marketing, Communication Science and Public Relations
Department of Institutional Intelligence x2	Muckleneuk (Institutional Research & Business Intelligence)	<ul style="list-style-type: none"> ▪ 3 years National Diploma/Degree in Social Science x1 ▪ 3 years National Diploma/Degree in IT x1
Registrar x3	Gauteng Region (Psychology)	<ul style="list-style-type: none"> ▪ Honours Degree in Psychology or Equivalent
Human Resources x1	Employee Relations and Wellness (Muckleneuk)	<ul style="list-style-type: none"> ▪ 3 years National Diploma or Degree in Human Resources/Labour Relations ▪ HRM/Post -graduate Diploma in Labour Law
Strategy, Risk and Advisory Services: Risk and Compliance x2	Muckleneuk (Risk and Compliance)	<ul style="list-style-type: none"> ▪ Degree or National Diploma or BCom or BTech in: Risk Management, Internal Audit, Business Management, Financial Management
Deputy Registrar: Governance x4	Solomon Mahlangu Directorate: Institutional Information	<ul style="list-style-type: none"> ▪ Bachelor Degree or National Diploma in Privacy Governance, Records Management, Risk and Compliance or Internal Audit, IT
Marketing & Communication x2	Muckleneuk/Sunnyside	<ul style="list-style-type: none"> ▪ 3 years Diploma/Degree in Marketing/Communication/Public Relations
Facilities Management		

Support Services	Hospitality Services (Muckleneuk) (x2)	▪ 3 years National Diploma/ Degree in Hospitality Management
	Horticulture Services (Muckleneuk) (x2)	▪ 3 years National Diploma/ Degree in Horticulture
	Waste Management (Muckleneuk) (x2)	▪ 3 years National Diploma/ Degree in Waste Management
Project Management	Civil Engineering Technician (x1)	▪ 3 years National Diploma/ Degree in
	Quantity Surveyor (Muckleneuk) (x1)	▪ 3 years National Diploma/ Degree in Quantity Surveyor or Architecture
Maintenance	Electrical Engineering (Muckleneuk) (x4)	▪ 3 years National Diploma/ Degree in Electrical Engineering
	Mechanical Engineering (Muckleneuk) (x3)	▪ 3 years National Diploma/ Degree in Mechanical, Electrical Engineering
	Civil Engineering (Muckleneuk) (x2)	▪ 3 years National Diploma/ Degree in Civil Engineering
	Building Services (Muckleneuk) (x1)	▪ 3 years National Diploma/ Degree in Building Engineering
Office of the Executive Director (Muckleneuk)	OHS (Muckleneuk) (x2)	▪ 3 years National Diploma/ Degree in Safety Management
	Environmental Services (Muckleneuk) (x2)	▪ 3 years National Diploma/ Degree in Environmental Science/Management
	Quality Management Services (Muckleneuk) (x1)	▪ 3 years National Diploma/ Degree in Quality Management System
Regional Services / Science Campus	Environmental Services (x2)	▪ 3 years National Diploma/ Degree in Environmental Sciences/ 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
- 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 : **6 August 2021**

Enquiries : zungusn1@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
- One-page motivational letter – why you should be considered for this internship

Please indicate the Department and Location/Region you are applying to.

We welcome applications from persons with disability



All the above mentioned documents should be e-mailed to the following people Ms Sizanani Zungu at [\(Zungusn1@unisa.ac.za\)](mailto:Zungusn1@unisa.ac.za), Ms Nkhesani Ramothwala at [\(ramotnj@unisa.ac.za\)](mailto:ramotnj@unisa.ac.za) and Ms Gail Sambo [\(sambogp@unisa.ac.za\)](mailto:sambogp@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.