

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 may not apply.
- Both the position reference and your UNISA student number must be accurately indicated on the Portal
- Applications for multiple positions must be submitted individually.
- Age requirement: Not older than 35 years
- Applicants must be **only UNISA Graduates**

POSITION REF NUMBER	POSITION APPLICATION E-MAIL ADDRESS & CONTACT PERSON	COLLEGE / DEPARTMENT / DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED	NUMBER OF POSITIONS
FRM/07/2025	Khanyisa Hobololo 012 433 9543	Finance: Revenue & Treasury Management	Florida (3) Sunnyside (4)	Diploma/Degree in Accounting or related degree	7
ICT/05/2025	Khanyisa Hobololo 012 433 9543	ICT: Multimedia Centre	Muckleneuk (Pretoria)	Diploma/Degree in Communications/Media studies or related qualifications	5
FEM/02/2025	Khanyisa Hobololo 012 433 9543	Finance: Expenditure Management	Muckleneuk (Pretoria)	Diploma/Degree in Financial Accounting	2
CST/02/2025	Kagiso Maphoto 012 429 3446	College of Science Engineering and Technology: Department of Mechanical, Bioresources and Biomedical Engineering	Florida Campus	Advanced Diploma in Mechanical/Electrical Engineering or Honours in Mechanical/Electronic Engineering	2

LIS/04/2025	Kagiso Maphoto 012 429 3446	Library and Information Services: Cataloguing Division	Muckleneuk (Pretoria)	Bachelor of Archive and Records Management or Bachelor of Information Science degree	4
LCS/01/2025	Kagiso Maphoto 012 429 3446	Library and Information Services: Client Services	Muckleneuk (Pretoria)	Bachelor of Information Science degree or Postgraduate Diploma in Library and Information Science	1
LSS/01/2025	Kagiso Maphoto 012 429 3446	Library and Information Services: Systems and Support Services	Muckleneuk (Pretoria)	Bachelor of Commerce in Marketing Management or Bachelor of Arts in Communication Science	1
RSW/01/2025	Kagiso Maphoto 012 429 3446	Regional Services (Western Cape)	Cape Town	Bachelor of Arts Honours Psychology	1
EET/02/2025	Wisani Khosa 012 429 8286	Leadership and Transformation: EE	Muckleneuk (Pretoria)	Degree in Human Resource Management, LLB, Social Sciences, Industrial and Organizational Psychology	2
EES/01/2025	Wisani Khosa 012 429 8286	Leadership and Transformation: EE (Leadership Systems and Policies)	Muckleneuk (Pretoria)	BCom Degree in Supply Chain Management or LLB	1
EEL/02/2025	Wisani Khosa 012 429 8286	Leadership and Transformation: Scholarship	Muckleneuk (Pretoria)	Honours Degree in Social Sciences or Humanities	2
EED/01/2025	Wisani Khosa 012 429 8286	Leadership and Transformation: ED	Muckleneuk (Pretoria)	Degree in Communication Studies or BCom in Marketing Management	1

EER/02/2025	Wisani Khosa 012 429 8286	Research, Innovation and Commercialization	Muckleneuk (Pretoria)	Degree/Honours in Social Sciences, Humanities and Information Science	2
EEC/01/2025	Wisani Khosa 012 429 8286	Research, Innovation and Commercialization	Muckleneuk (Pretoria)	Degree/Honours in Financial Management and Financial Accounting	1
ROE/01/2025	Bongi Moloji 012 484 1256	Regional Office	Gqeberha	Diploma / Degree in Administrative / Business Management / Office Administration / Public Administration	1
ROG/05/2025	Bongi Moloji 012 484 1256	Gauteng Region: Library Services	Johannesburg X2 Ekurhuleni X1 Sunnyside X2	National Diploma in Library and Information Science / Bachelor of Information Science	5
GRM/02/2025	Bongi Moloji 012 484 1256	Gauteng Region: Marketing and Communication	Sunnyside Campus	National Diploma: Public Relations or Degree: Communication Science	2
GRS/07/2025	Bongi Moloji 012 484 1256	Gauteng Region: Student Admin	Vaal X4 Jhb X3	Diploma or Degree in Finance / Business Management / Office Administration	7
FMP/02/2025	Xoliswa Magqazana 012 429 8280	Facilities Management	Muckleneuk (Pretoria)	Diploma in Electro-Mechanic/Electrical/Mechanical engineering	2
FMM/02/2025	Xoliswa Magqazana 012 429 8280	Facilities Management: Property Management	Muckleneuk (Pretoria)	Diploma /degree in Law/ financial Management or any related qualification in built environment	2

FMC/02/2025	Xoliswa Magqazana 012 429 8280	Facilities Management: Property Management	Muckleneuk (Pretoria)	Diploma/Degree in Engineering, Business Administration or any related qualification in built environment	2
RIC/01/2025	Bongi Moloji 012 484 1256	Research, Innovation and Commercialization: Researcher Development Academy	Muckleneuk (Pretoria)	Diploma / Degree in Administrative / Business Management / Office Administration / Public Administration	1
PCU/01/2025	Mulanga Munyaradz i 012 433 9542	UNISA PRESS-Commissioning Unit	Muckleneuk (Pretoria)	A language/Communication/Media-related qualification/Information Science/Computer Science/School of Business Leadership	1
PCM/01/2025	Mulanga Munyaradz i 012 433 9542	UNISA PRESS-Marketing Unit	Muckleneuk (Pretoria)	Marketing diploma/degree/Public Relations Communication/Media-related qualification/Information Science/School of Business Leadership	1

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 detail 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 March 2025
Stipend	:	R120 925.00 p.a
Closing date	:	07 February 2025
Enquiries	:	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/crAQnCBkH1>

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).



CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED ONLY AND 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 16h00 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.