

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
- 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	NUMB ER OF POSITIONS
HRR/02/2025	Xoliswa Magqazana 012 429 8280	Human Resources: Remuneration and Administration	Muckleneuk Campus Pretoria	Diploma/ Degree in Human Resource Management or Industrial Psychology	3
FRM/02/2025	Khanyisa Hobololo 012 433 9543	Finance: Revenue Management	Muckleneuk (Pretoria)	Diploma/ Degree in Finance/(Accounting)	2

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 April 2025
Stipend	:	R120 925.00 p.a.
Closing date	:	14 March 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/iwgZ1BZj9Z>

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).

We welcome applications from persons with disabilities 
Appointments will be made in accordance with Unisa's Employment Equity Plan.

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.