

## 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	NUMBER OF POSITIONS
GPV/03/2025	Ms Mothupi Mmakosha 012429 2388	Gauteng Region: Student Admin	Gauteng Vaal x 2 Jhb X1	Diploma /Degree in Finance/Business Management/ Office Administration	03
GPR/02/2025	Mr Sekitle Bahula 012429 3673	Gauteng Region: Counseling	Gauteng Vaal x 1 Sunnyside x 1	Honours in Psychology	02
GPT/08/2025	Mr Sekitle Bahula 012429 3673	Gauteng Regional Services: Technology Enhanced	Jhb 2 Vaal 1 Ekurhuleni 1 Sunnyside 2 Florida 2	Diploma or Degree in IT / Bachelor of Science in Computing / Informatics	08

## **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 July 2025
Stipend	:	R120 925.00 p.a.
Closing date	:	06 June 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/7xasRvvuRi>

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.**