

CALL FOR APPLICATIONS: INTERNSHIP PROGRAMME

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:

- Unemployed South African Citizens, with no formal work experience and who have completed a UNISA qualification. (3 years National Diploma or Degree) which is equivalent to NQF level 6 and above.
- Applicants are expected to first complete the form on the **Portal** *(Link indicated below)*, thereafter forward requested application supporting documents to the e-mail applicable to the position
<https://forms.office.com/r/tcy8bvww1a4>
- Both the position Reference and National Identity numbers must be accurately indicated on the Portal
- Applications for multiple positions must be submitted individually
- Age requirement: Not older than 35 years old

POSITION REF NUMBER	POSITION APPLICATION E-MAIL ADDRESS & CONTACT PERSON	COLLEGE / DEPARTMENT / DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED	NUMBER OF POSITIONS
2022/34 BD	CEDU1@mylife.unisa.ac.za Bulelwa Daile (012) 429 2353 Nthabiseng Mpako (012) 429 2588	College of Education: ODeL Acceleration Unit	<u>Mpumalanga Province</u> <ul style="list-style-type: none"> • Elukwatini • Shongwe Mission • Barberton • Hazyview • Bushbuckridge • Middleburg • Mbuzini 	<ul style="list-style-type: none"> • Bachelor Education in Senior and Further Education and Training • Post Graduate Certification in Education in Senior Phase FET Training • Advanced Diploma in Computer Integration Education or any relevant Advanced 	46

			<p><u>North West Province</u></p> <ul style="list-style-type: none"> • Dirteq • Mmakau • Koster • Madibogo • Madikwe • Pudimoe • Atamelang • Potchefstroom • Khuma (Klerksdorp) <p><u>Free State Province</u></p> <ul style="list-style-type: none"> • Qwaqwa • Koffiefontein <p><u>Limpopo Province</u></p> <ul style="list-style-type: none"> • Seshego • Tzaneen <p><u>Northern Cape Province</u></p> <ul style="list-style-type: none"> • Kimberly • De Aar <p><u>Eastern Cape Province</u></p> <ul style="list-style-type: none"> • Mdantsane • Fort Beaufort • Sterkspruit • Lusikisiki <p><u>Kwa-Zulu Natal Province</u></p> <ul style="list-style-type: none"> • Mbazwana • Bangizwe (Hluhluwe) • Jozini 	Diploma, Degree or ND in ICT related fields of study	
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			<p><u>Kwa-Zulu Natal Province</u></p> <ul style="list-style-type: none"> • Ndwedwe • Kwa-Maphumulo • Phoenix • Chatsworth • Jolivet • Eluphepheni • Msinga • eDumbe • Richmond • Dundee • Newcastle • Mzimkhulu 	
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Requirements:

- Computer literacy in respect of office automation packages (Microsoft Office Suite) 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 strict deadlines
- Proficiency in English (Verbal and written)
- Ability to maintain confidentiality
- Problem solving skills
- Time Management

Duration : **12 Months**

Assumption of duty : **01 March 2023**


Stipend : **R102 311 p.a** (For Graduates)
R74 767 p.a (For final year Undergraduates)

Closing date : **18 January 2023**

Enquiries : [Contact person aligned to the position](#)

To apply please submit the following documents:

- Curriculum Vitae
- One-page motivational letter – why you should be considered for this internship
- Certified copies (Not more than 6 months old) of the following:
 1. Matric certificate, and all other qualifications
 2. Academic record on an official letterhead
 3. South African Identity Book/Card

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

All the above-mentioned documents should be forwarded to the [E-mail address aligned to the position](#)

**CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED ONLY AND ARE ALSO EXPECTED TO AVAIL THEMSELVES ON THE INTERVIEW
DATES DETERMINED BY THE EMPLOYER**

All applications should be submitted before 16h00 on the 18th January 2023.

If you have not been contacted within two weeks after the closing date of this advertisement, please accept that your application was not successful.