

**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/WNzP1pAXZ9>
- 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
2022/33NM	<a href="mailto:DCCD1@mylife.unisa.ac.za">DCCD1@mylife.unisa.ac.za</a> Nthabiseng Mpako (012) 429 2588	Directorate Counselling and Career Development	Gauteng Regional Services	BA Honours (Psychology)	6

**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** : **1 February 2023**

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

**Closing date** : **23 December 2022**

**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 23<sup>rd</sup> December 2022.**

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