

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 complete the form on the **Portal (Link indicated below)**, <https://forms.office.com/r/fVe0dbagjh>
- Interns who were previously appointed at UNISA or any other institution 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 old
- Applicants must be **only UNISA Graduates**

WHERE?

POSITION REF NUMBER	POSITION APPLICATION E-MAIL ADDRESS & CONTACT PERSON	COLLEGE / DEPARTMENT / DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED	NUMBER OF POSITIONS
PTA/17/03	khosawc@unisa.ac.za Cindy Khosa (012) 429 8286	Facilities Management	Maintenance Muckleneuk campus	Diploma or Degree in Office Administration	1
PTA/33/01	khosawc@unisa.ac.za Cindy Khosa (012) 429 8286	Facilities Management	Maintenance Muckleneuk campus	Diploma in Electrical Engineering	1

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 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 : **6 Months**

Assumption of duty : **1 October 2023**

Stipend : **R5 000 (per month)**

Closing date : **20 September 2023**

Enquiries : **Contact person aligned to the position**

- 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
 2. Qualifications
 3. South African Identity Book/Card

To apply these opportunities, please click the following link to access application form <https://forms.office.com/r/fVe0dbagjh>



We welcome applications from persons with disability
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

All applications should be submitted before 16h00 on.

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