

CALL FOR APPLICATIONS: INTERNSHIP PROGRAMME

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:

- Unemployed South African Citizens, with no formal work experience and 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 (<https://forms.office.com/r/vWCH4vs7Cj>)**, thereafter forward requested application supporting documents to thee-mail applicable to the position
<https://forms.office.com/r/vWCH4vs7Cj>
- Both the position Reference and National Identity numbers must be accurately indicated on the Portal
- Multiple applications must be individually submitted
- 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
2022/21 NM	UESTATES@mylife.unisa.ac.za Nthabiseng Mpako (012) 429 2588	Support Services: Operations and Facilities	Muckleneuk campus	3 year NDip or Degree: Horticulture	2

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 details and go 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 : **As soon as possible**

Stipend : **R107 017.00 p.a**

Closing date : **14 April 2023**

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

To apply please submit the following documents:

- One-page motivational letter – why you should be considered for this internship
- Curriculum Vitae
- **Within 6 months certified copies of -**
 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 closing date.

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