

**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/ScUtet8jjA>
- 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
FRC/05/10	Xoli Magqazana <a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a>	CAES Laboratory and Horticulture Center	Horticulture Centre with Greenhouse and Herbarium (Florida)	Diploma/Degree in Horticulture, Agriculture and Environmental Science.	10
FRC/06/02	Xoli Magqazana <a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a>	Department of Agriculture and Animals Health	Department of Agriculture and Animal Health ( Florida)	BTech or BSc,BSc Hons,MSc in any plant sciences/agriculture qualification	2

<b>GPR/03/01</b>	Xoli Magqazana <a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a>	SMPD	Print Production 2- Florida 3 -Mucklenueck	A degree/Diploma in Business Administration, Business Management, Operations Management or Accounting to prepare them for the responsibility of operations	5
<b>PTA/23/06</b>	Xoli Magqazana <a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a>	Department of Early Childhood of Education	College of Education: School of Teacher Educators- Department of Early Childhood Education (Muckleneuk Campus)	B.Ed Foundation Phase	6
<b>PTA/24/02</b>	Xoli Magqazana <a href="mailto:maggaxn@unisa.ac.za">maggaxn@unisa.ac.za</a>	CFO	Student Funding (Sunny Side Campus)	Degree or Diploma with Accounting	1
<b>FRC/01/08</b>	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango	College of Science, Engineering and Technology	CSET Engaged Scholarship Projects: ScienceEdge, iNanoWS – Sustainable Nanotechnology Solutions (Florida)	BSc or Diploma in Sciences, Computing, Information Systems, Engineering disciplines.	2
<b>FRC/02/08</b>	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango	College of Science, Engineering and Technology	Electrical Engineering (Florida)	National Diploma (Ndip) in Electrical/Electronics /Mechatronics/Computer Systems Engineering	4

<b>FRC/03/04</b>	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango	College of Science, Engineering and Technology	Mechanical Engineering (Florida)	Adv Diploma / Btech in Mechanical Engineering, Electrical / Mechatronics Engineering / Computer	3
<b>KZN/06/01</b>	<a href="mailto:masanbl@unisa.ac.za">masanbl@unisa.ac.za</a> Bongi Masango	Regional Services	Regional Services: Centre Management (Durban)	Degree or Diploma in Risk Management	1
<b>PTA/19/02</b>	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa	Facilities management	Maintenance (Muckleneuk Campus)	Diploma in Mechanical Engineering	2
<b>PTA/16/03</b>	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa	Facilities Management	Maintenance (Muckleneuk and Campus)	Diploma In Mechanical or Electrical Engineering	2
<b>PTA/20/04</b>	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa	Facilities Management	Maintenance Muckleneuk campus	Mechanical or Electrical Diploma	4
<b>PTA/21/02</b>	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa	Facilities Management	Maintenance (Muckleneuk )	Diploma in Electrical Engineering	1
<b>PTA/18/03</b>	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa	Facilities Management	Maintenance (Muckleneuk Campus)	Diploma in Civil Engineering	2
<b>PTA/15/05</b>	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa	(CEMS)Office of Graduate Studies and Research	CEMS Deanery Muckleneuk	Bachelor's degree in Marketing and Retail Management, Human Resource Management, Public Administration, Applied	1

				Management, Economics, Finance Risk management and Banking, Industrial and Organisational Psychology, Decision science and Operations Management	
<b>GPR/01/06</b>	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa	Registrar	Johannesburg	Completed Honours in Psychology at Unisa	1
<b>ECR/05/01</b>	<a href="mailto:khosawc@unisa.ac.za">khosawc@unisa.ac.za</a> Cindy Khosa	ICT	Deputy Registrar Student Affairs and Regional Services: East London	Bachelor's Degree or National Diploma in ICT	1
<b>PTA/11/02</b>	<a href="mailto:mothasp@unisa.ac.za">mothasp@unisa.ac.za</a> Sphiwe Motha	Strategy, Risk Advisory and Services (ERM)	Enterprise and Risk Management	Diploma/BCom/B Tech in Risk: Internal Audit; Business Management; Financial Management, or related field	1
<b>PTA/05/03</b>	<a href="mailto:mothasp@unisa.ac.za">mothasp@unisa.ac.za</a> Sphiwe Motha	ICT	Muckleneuk campus	National Diploma or Degree: Film and Video Productions/Multimedia/Arts and Visual Animations Design/Photography	2
<b>ECR/04/01</b>	<a href="mailto:bahuls@unisa.ac.za">bahuls@unisa.ac.za</a> Sekitle Bahula	Regional Service - Eastern Cape Region -Port Elizabeth	Regional Service Centre	Diploma or Degree in Administrative Management	1

			Eastern Cape- port Elizabeth		
ECR/03/02	<a href="mailto:bahuls@unisa.ac.za">bahuls@unisa.ac.za</a> Sekitle Bahula	Library Services	Library Services Eastern Cape-East London	Degree or National Diploma in Library and Information Studies / Science	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/ScUtet8jjA>



**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.**