CALL FOR APPLICATIONS: INTERNSHIP PROGRAMMEs

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:

- Unemployed South African Citizens who have **completed a UNISA qualification.** (3 years National Diploma or Degree) which is equivalent to NQF level 6 and above.
- With no formal work experience in the field of study.
- Applicants who participated in any Internship programme should not apply.
- The position reference number and UNISA student number must be accurately indicated on the portal.
- Applications for multiple positions must be submitted separately.
- Not older than 35 years.
- To apply please click the following link to access application form https://forms.office.com/r/XxKqafkPSs

NB: The link will only allow access to Unisa students and graduates.

Preference will be given to those residing in the location/region or designated province.

POSITION REF NUMBER	CONTACT PERSON	COLLEGE / DEPARTMENT / DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED	NUMBER OF POSITIONS
KZN/02/24	Sphiwe Motha 012 484 1257	Library Unit	Durban Campus X 1 Pietermaritzburg Campus X 1	Degree or Diploma in Information Science / Library Science	2
KZN/05/24	Sphiwe Motha 012 484 1257	Student Admissions and Financial Aid (SAFA)	Durban Campus X 3 Richards Bay X 2	Degree/ Diploma – Must have at least Financial Accounting modules. (No previous experience in Student Administration)	5
PMB/01/24	Sphiwe Motha 012 484 1257	Registrar	Pietermaritzburg Campus X 1	Degree / Diploma in Accounting/ Finance	1
DBN/01/24	Sphiwe Motha 012 484 1257	Finance Operations	Durban Campus X 1	Degree/ National Diploma in Finance/ Accounting	1
GAU/10/24	Cindy Khosa 012 429 8286	Registrar	Gauteng Region Sunnyside x2 Johannesburg x2 Vaal x2 Florida x2 Ekurhuleni x2	Honours in Psychology	10
GVJ/03/24	Cindy Khosa 012 429 8286	Registrar	Gauteng Region Vaal x2 Johannesburg x1	3 years Degree/Diploma (Finance/Business Management/Office Administration)	3
ECR/01/24	Xoliswa Magqazana 012 429 8280	Eastern Cape Regional Service-East London Hub	East London	Diploma in Administration Management	1

ELR/01/24	Xoliswa Magqazana 012 429 8280	Deputy Registrar Student Affairs and Regional Services	East London	Diploma in Administration/ Office Management	1
EMG/06/24	Xoliswa Magqazana 012 429 8280	Deputy Registrar Student Affairs and Regional Services	East London x 2 Mthatha x 2 Gqeberha x2	Completed Degree and Honours in Psychology/ Industrial Psychology Or Completed degree and currently registered in Honours or Psychology or industrial Psychology at UNISA. Peer helper or student mentor certificate (Recommended)	6
EMG/03/23	Xoliswa Magqazana 012 429 8280	Student Administration and System Integration	1 East London x1 1 Mthatha x1 1 Gqeberha x1	National Diploma in Information Technology	3
MID/02/24	Xoliswa Magqazana 012 429 8280	Student Administration and System Integration	Rustenburg x1 Bloemfontein x1	Honours in Psychology	2
CTP/01/24	Kagiso Maphoto 012 429 3446	Counselling and Career Develpoment	Cape Town (Parrow)	BA Honours Psychology/ Bcom Honours Industrial and organisational Psychology	1
PTA/10/24	Kagiso Maphoto 012 429 3446	Counselling and Career Develpoment	Pretoria (Sunnyside)	BA Honours Psychology/ Bcom Honours Industrial and organisational Psychology	10
PTA/03/24	Kagiso Maphoto 012 429 3446	Advanced Student Analytics Project Team	Pretoria Muckleneuk	Bcompt Degree/ BSC Computing Degree / BSC informatics degree/ BSC applied mathematics and computer science degree	3
PTA/06/24	Kagiso Maphoto 012 429 3446	Waste Management and recycling / Environmental science	5 Pretoria (Muckleneuk) 1 Durban	BA environmental management degree / BSC environmental science degree	6
MID/06/24	Bongi Moloi 012 484 1256	Student Administration and System Intergration	1 Rustenburg 1 Mahikeng 1 Potchefstroom 1 Kroonstad 1 Kimberly 1 Bloemfontein	National Diploma in Office Administration	6
MID/03/24	Bongi Moloi 012 484 1256	Student Administration and System Intergration	1 Rustenburg 1 Kimberly 1 Bloemfontein	National Diploma or Degree in Computer Science / Computer	3

				Systems Engineering / Information Technology	
ECR/06/24	Bongi Moloi 012 484 1256	Student Administration and System Integration	2 East London 2 Mthatha 2 Gqeberha	Any completed Diploma or Degree	6
SAS/03/24	Bongi Moloi 012 484 1256	Student Administration and System Integration	1 East London 1 Mthatha 1 Gqeberha	Any completed Diploma or Degree obtained in the College of Economic and Management Sciences and College of Accounting Sciences	3
ICT/02/24	Bongi Moloi 0124841256	ICT Governance	Muckleneuk	Degree or National Diploma in either of the following fields: Information Technology, Informatics / Information Systems, Computer Science or related field.	2
PJM/02/24	Bongi Moloi 0124841256	ICT Project Management and Business Analysis	Muckleneuk	**Project Management**: NQF 6 / 7 in Information Technology **Business Analysis:** NQF 7 in Information Technology / Computer Science / Bcom in Informatics	2
ICT/05/24	Bongi Moloi 0124841256	ICT Budget, Procurement and Contract Management	Muckleneuk	Diploma / Degree in Financial Administration or Financial Management Diploma / Degree in Supply Chain or any other related field	5
ASM/05/24	Bongi Moloi 0124841256	ICT Asset Management	Muckleneuk	Diploma in Logistics or Supply Chain or any related field	5
PAM/01/24	Kagiso Maphoto 012 429 3446	Counselling and Career Develpoment	Durban	Diploma in Administrative management/ Diploma in Public Administration and Management	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 an 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.
- **Additional ICT requirements:**
  Basic understanding of computer hardware, operating systems, and networking concepts.
  Basic understanding of software and systems installations.
  Ability to work independently and collaboratively in a team environment.
  Excellent analytical skills

Duration	**:**	**12 Months**
Stipend	**:**	**R114 080.00 p.a**
Closing date	**:**	**06 March 2024**
Enquiries	**:**	**Contact person aligned to the position**

You are required to attach the following documents for the application process.

- Curriculum Vitae
- One-page motivational letter – why you should be considered for this internship.
- Certified copies (Not older than 6 months) of South African ID, Matric Certificate, Academic Record and Unisa Completed Qualification.

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 APPLICANTS.

All applications should be submitted before 16h00 on the closing date.