

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 for

<https://forms.office.com/r/TuXAmcxz8>

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
ECR/01/2024	Xoliswa Magqazana 012 429 8280	Deputy Registrar Student affairs.	East London	Diploma in Administration/ Office 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.

Duration	:	12 Months
Stipend	:	R114 080.00 p.a
Closing date	:	23 May 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.