UNISA | university of south africa

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/TuXAmcxez8

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
MID/03/24	Bongi Moloi 012 484 1256	Student Administration and System Integration	1 Rustenburg 1 Kimberly	National Diploma or Degree in Computer Science / Computer	2
MLR/06/2024	Bongi Moloi 012 484 1256	Facilitation of Learning	1 Rustenburg 1 Potchefstroom	Diploma/Degree in any field of Administration or equivalent	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 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 : **06 August 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.

CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED APPLICANTS.

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