

## CALL FOR UNISA INTERNSHIPS

### APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:

- UNISA invites unemployed South African citizens to apply for the 12-month Internship programme. These citizens should have **completed a UNISA qualification**, which is equivalent to NQF level 6 and above.
- Age restriction: not older than 35 years.
- Students with disabilities are encouraged to apply
- Applicants should have no experience.
- Applicants who were previously appointed at UNISA or any other organization will not be considered.
- The position reference and your UNISA student number must be accurately indicated on the portal.
- Applications for multiple positions must be submitted individually.
- Applicants must be **UNISA graduates in the required field(s) of study**.

The University values diversity and inclusion, universal access and welcomes applicants from all backgrounds. For this Internship Programme, preference will be given to persons living with disabilities, and appointments will be made in line with Unisa's Employment Equity Plan.



POSITION REF NUMBER	POSITION APPLICATION E-MAIL ADDRESS & CONTACT PERSON	COLLEGE / DEPARTMENT / DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED	NUMBER OF POSITIONS
REF/ICT/SDM/RJM	Mr R Mavasa 012 429 6265	ICT / Services Delivery Management	Muckleneuk	ND Information Technology BSc Information Technology / Informatics / Computer Sciences	6
REF/SBL/ICTL/RJM	Mr R Mavasa 012 429 6265	SBL ICT & Logistics	Midrand	Diploma or Degree: Information Technology / Supply Chain / Operation Management	2
REF/ICT/GOVN/SMT	Silias Tau 012 429 8583	ICT Governance	Muckleneuk	ND or BSc Information Technology / Information Technology Management / Information Systems / Computer Science / Computer Systems / Informatics	2
REF/ICT/RISCOM/SMT	Silias Tau 012 429 8583	ICT Risk and Compliance	Muckleneuk	ND or Advance Diploma or B Com Internal Audit / Accounting / Risk Management / Compliance Management	3
REF/ICT/PROMBANA/SMT	Silias Tau 012 429 8583	ICT Project Management and Business Analysis	Muckleneuk	B Com Informatics ND Information Technology (Project Management qualification added advantage)	3
REF/ICT/MULMEDCE/SMT	Silias Tau 012 429 8583	ICT Multimedia Centre	Muckleneuk	ND Film and Television BA Communications / Public Relations	7

REF/ICT/BPCM/SMT	Silias Tau 012 429 8583	ICT Budget, Procurement and Contract management	Muckleneuk	B Com Supply Chain Management B Com Finance / Financial Management B Com Logistics Management B Com Management Accounting BTech Supply Chain / Procurement B Com Accounting Advanced Diploma Supply Chain ND Public Finance NA Financial Management ND Procurement and Supply Chain	5
REF/ICT/ASSTMANA/ SMT	Silias Tau 012 429 8583	ICT Asset Management	Muckleneuk	B Com Supply Chain Management B Com Logistics Management B Com Financial Management BSc Information Systems (Asset focus) BA Public Administration BA Public Management B Com Accounting B Tech Supply Chain / Logistics ND Supply Chain Management Advanced Diploma: Supply Chain Management ND Logistics and Transport Management ND Financial Management ND Public Finance ND Asset Management	5
REF/ICT/AATI/SMT	Silias Tau 012 429 8583	ICT Academy of Applied Technologies and Innovation	Muckleneuk	BSc Computer Science / Information Systems / Data Analytics / Data Science / Statistics / Data Engineering, Artificial Intelligence / Applied Mathematics or related discipline	10
REF/ICT/DISEMA/SMT	Silias Tau 012 429 8583	ICT Digital Security Management	Muckleneuk	ND or BSc in Computer Science / Digital Security / Digital Forensic / Cybersecurity / Information Security / Information and Communication Technology	2
REF/NER/STUADM/P OLO1/CHN	Mr CH Ndlovu 012 429 3075	Student Administration	Polokwane	ND Administration Management BA Business Administration ND Office Administration & Management ND / BA Public Management	2
REF/NER/STUADM/P OLO2/CHN	Mr CH Ndlovu 012 429 3075	Communication	Polokwane	BA Communication Science ND Public Relations Management	1
REF/NER/MBOM/CH N	Mr CH Ndlovu 012 429 3075	Student Administration / Library	Mbombela	<b>Student Administration x1:</b> ND Administration Management BA Business Administration ND Office Administration & Management ND / BA Public Management  <b>Library x1:</b> BA Library & Information Science ND Library & Information Science	2
REF/NER/GIYA/CHN	Mr CH Ndlovu 012 429 3075	Student Administration	Giyani	ND Administration Management BA Business Administration ND Office Administration & Management ND / BA Public Management	1

REF/NER/MIDD/CHN	Mr CH Ndlovu 012 429 3075	Student Administration / Counselling	Middleburg	<b>Student Administration x1:</b> ND Admin Management BA Business Administration ND Office Administration & Management ND / BA Public Management  <b>Counselling x1:</b> BA Psychology BA Industrial & Organizational Psychology	<b>2</b>
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**Competencies:**

- Computer literacy in respect of office packages (Microsoft Office 365) 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 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** : 12-month Internship Agreement (not an employment contract)  
**Assumption of duty** : 01 March 2026  
**Stipend** : R127 576.00 PA  
**Closing date** : 06 February 2026  
**Enquiries** : HR contact person aligned to the position

The link will only allow access to Unisa Students and graduates. To apply please click the following link: [Application for internship program 2026 – Fill in form](#)

**Reference number must be indicated as the E-mail subject**

You are required to attach the following documents on the applications process.

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

**NB: Only PDF format documents are accepted (No pictures and password-protected documents).**

**CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES ONLY AND THEY ARE ALSO EXPECTED TO AVAIL THEMSELVES ON THE INTERVIEW DATES DETERMINED BY THE UNIVERSITY.**

**NB: RELOCATION WILL BE AT YOUR OWN EXPENSE**

**NB: BACKGROUND CHECKS WILL BE CONDUCTED FOR ALL SUCCESSFUL CANDIDATES**

**All applications should be submitted before 23:59PM on the closing date.**

**If you have not been contacted within 30 days after the closing date of this advertisement, please accept that your application was not successful.**