

## CALL FOR APPLICATIONS: INTERNSHIP PROGRAMME

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

- Unemployed South African Citizens who have **completed a UNISA qualification** which is equivalent to NQF level 6 and above.
- With no formal work experience in the field of application.
- Applicants who were previously appointed at UNISA or any other Organization may not apply.
- 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.
- Applicants must be only **UNISA Graduates**

POSITION REF NUMBER	POSITION APPLICATION E-MAIL ADDRESS & CONTACT PERSON	COLLEGE / DEPARTMENT/ DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED	NUMBER OF POSITIONS
ELO/01/2025	Kagiso Maphoto  0124293446	Eastern Cape Regional Services	East London	Diploma in Public Administration and Management  or Diploma in Administration or Bachelor of Administration	1
ECP/04/2025	Kagiso Maphoto  0124293446	Eastern Cape Regional Services: Counselling and Career Development	Mthatha x 2  Gqeberha x1  East London x1	BA Honours Psychology  Or BCom Honours Industrial Psychology	4

## **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 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** : 12 Months

**Assumption of duty:** 01 June 2025

**Stipend** : R120 925.00 p.a.

**Closing date** : 16 May 2025

**Enquiries** : [Contact person aligned to the position](#)

The link will only allow access to Unisa Students and graduates. To apply please click the following link <https://forms.office.com/r/xvkNx0Mvyw>

**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).**

**We welcome applications from persons with disabilities**



**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**

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

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

**All applications should be submitted before 16h00 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.**