

CALL FOR APPLICATIONS: INTERNSHIP PROGRAMME

APPLICATIONS ARE HEREBY INVITED FROM THE FOLLOWING CATEGORIES:

- Unemployed South African Citizens who have **completed a UNISA qualification**. Degree which is equivalent to NQF level 7 and above.
- With no formal work experience in the field of application.
- Interns who were previously appointed at UNISA or any other Organization may not apply.
- Both 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 old
- Applicants must be **only UNISA Graduates**
- To apply please click the following link to access the application form

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

<https://forms.office.com/r/TuXAmcxez8>

POSITION REF NUMBER	POSITION APPLICATION E-MAIL ADDRESS & CONTACT PERSON	COLLEGE / DEPARTMENT / DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED	NUMBER OF POSITIONS
HRA/02/2025	Xoliswa Magqazana 012 429 8280	Human Resources – Decentralized Services: College HR Advisors	Muckleneuk Campus (Pretoria)	BCom Degree in Human Resources or related (NQF L7), Honours in HR or Related field will serve as an advantage	2
HRD/03/2025	Wisani Khosa 012 429 8286	Human Resource – HRD	Muckleneuk Campus (Pretoria)	BCom HR management, BCom IOP (NQF L7)	3

Competencies

- 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 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	:	24 Months
Assumption of duty	:	01 Dec 2024
Stipend	:	R114 080.00 p. a
Closing date	:	15 November 2024
Enquiries	:	Contact person aligned to the position


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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

<p style="text-align: center;">We welcome applications from persons with disability </p> <p style="text-align: center;">Appointments will be made in accordance with Unisa's Employment Equity Plan.</p>

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 two weeks after the closing date of this advertisement, please accept that your application was not successful.