

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, 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 | CONTACT PERSON | DEPARTMENT / DIRECTORATE | LOCATION/ REGION | MINIMUM QUALIFICATION REQUIRED |
|------------------------|---|---|------------------|---|
| ECR/ATS/SASI/MM/3/2026 | <u>Mulanga Munyaradzi</u> 012 433 9542 <i>or</i> <u>Nomsa Mahlangu</u> 012 421 2531 | Student Administration and System Integration (Academic and Technology Support Unit) | Eastern Cape | National Diploma or Degree in ICT or Computer Science |
| ECR/SASI/MM/1/2026 | <u>Mulanga Munyaradzi</u> 012 433 9542 <i>or</i> <u>Nomsa Mahlangu</u> 012 421 2531 | Student Administration and System Integration | East London | Diploma/Degree in: <ul style="list-style-type: none"> • Administrative Management • Office Administration • Business Management • Public Administration • Bachelor of Administration |

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| FL/CAES-D/MM/2/2026 | <u>Mulanga Munyaradzi</u> 012 433 9542 or <u>Nomsa Mahlangu</u> 012 421 2531 | CAES (Labs) | Florida | BSC Life Sciences in Microbiology or Molecular Biology |
| FL/CAES-H/MM/2/2026 | <u>Mulanga Munyaradzi</u> 012 433 9542 or <u>Nomsa Mahlangu</u> 012 421 2531 | CAES (Labs) | Florida | BSC Life Sciences honours in Physiology and Molecular Biology |
| GQ/LS/IS/MM/1/2026 | <u>Mulanga Munyaradzi</u> 012 433 9542 or <u>Nomsa Mahlangu</u> 012 421 2531 | Library and Information Services | Eastern Cape: Gqeberha | Bachelor of Information Science or National Diploma in Information Science |
| ECR/DR/SASI/MM/2/2026 | <u>Mulanga Munyaradzi</u> 012 433 9542 or <u>Nomsa Mahlangu</u> 012 421 2531 | Deputy Registrar: Student Administration & System Integration | Eastern Cape: East London | Diploma/Degree in Finance or Accounting or Supply Chain Management |
| WC/DR/SASI-A/MM/2/2026 | <u>Mulanga Munyaradzi</u> 012 433 9542 or <u>Nomsa Mahlangu</u> 012 421 2531 | Deputy Registrar: Student Administration & System Integration | Western Cape: Cape Town | Diploma/Degree in Administration Management or Office Management or Business Management or Public Administration or Bachelor in Administration |
| EC/LS/SASI/KH/2/2026 | Mr. Khanyisa Hobololo 012 433 9543 or <u>Nomsa Mahlangu</u> 012 421 2531 | Library and Information services | Eastern Cape: East London | Bachelor of Information Science or National Diploma in Information Science |
| WC/DR/SASI-C/KH/1/2026 | Mr. Khanyisa Hobololo 012 433 9543 or <u>Nomsa Mahlangu</u> 012 421 2531 | Deputy Registrar: Student Administration & System Integration | Western Cape: Cape Town (Parow) | Bachelor of Arts in Communication Science |
| GQ/DR/RSC/KH/1/2026 | Mr. Khanyisa Hobololo 012 433 9543 or <u>Nomsa Mahlangu</u> | Deputy Registrar: Student Administration & System Integration | Eastern Cape: Gqeberha (Regional Service Centre) | Diploma/Degree in Administration Management or Office Management or Business Management or |

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| | <u>012 421 2531</u> | | | Public Administration or Bachelor in Administration |
| GPM/LS/CD/KH/3/2026 | Mr. Khanyisa Hobololo 012 433 9543 or <u>Nomsa Mahlangu</u> <u>012 421 2531</u> | Library and Information Services: Cataloguing Division | Gauteng: Muckleneuk, Pretoria | Bachelor of Library and Information Science and/or postgraduate Archival programme |
| GPM/IA/AR/KH/3/2026 | Mr. Khanyisa Hobololo 012 433 9543 or <u>Nomsa Mahlangu</u> <u>012 421 2531</u> | Institutional Advancement: Unisa Foundations & Alumni Relations | Gauteng: Muckleneuk, Pretoria | Diploma/Degree in Communication Studies, Public Relations, Marketing, Administration and Accounting |
| GPM/UF/AR/KH/2/2026 | Mr. Khanyisa Hobololo 012 433 9543 or <u>Nomsa Mahlangu</u> <u>012 421 2531</u> | Unisa Foundation & Alumni Relations: Institutional Advancement | Gauteng: Muckleneuk, Pretoria | Diploma/Degree in Communication Studies or Marketing |

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**
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 form for Internship Program 2026 – Fill out form](#)

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.