

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> <u>012 433 9542</u> or <u>Nomsa Mahlangu</u> <u>012 421 2531</u>	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> <u>012 433 9542</u> or <u>Nomsa Mahlangu</u> <u>012 421 2531</u>	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

FL/CAES-D/MM/2/2026	<u>Mulanga Munyaradzi</u> <u>012 433 9542</u> <u>or</u> <u>Nomsa Mahlangu</u> <u>012 421 2531</u>	CAES (Labs)	Florida	BSC Life Sciences in Microbiology or Molecular Biology
FL/CAES-H/MM/2/2026	<u>Mulanga Munyaradzi</u> <u>012 433 9542</u> <u>or</u> <u>Nomsa Mahlangu</u> <u>012 421 2531</u>	CAES (Labs)	Florida	BSC Life Sciences honours in Physiology and Molecular Biology
GQ/LS/IS/MM/1/2026	<u>Mulanga Munyaradzi</u> <u>012 433 9542</u> <u>or</u> <u>Nomsa Mahlangu</u> <u>012 421 2531</u>	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> <u>012 433 9542</u> <u>or</u> <u>Nomsa Mahlangu</u> <u>012 421 2531</u>	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> <u>012 433 9542</u> <u>or</u> <u>Nomsa Mahlangu</u> <u>012 421 2531</u>	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 <u>or</u> <u>Nomsa Mahlangu</u> <u>012 421 2531</u>	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 <u>or</u> <u>Nomsa Mahlangu</u> <u>012 421 2531</u>	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 <u>or</u> <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

	<u>012 421 2531</u>			Public Administration or Bachelor in Administration
GPM/LS/CD/KH/3/ 2026	Mr. Khanyisa Hobololo 012 433 9543 <i>or</i> <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 <i>or</i> <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 <i>or</i> <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.