

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 AND LOCATION/REGION | CONTACT PERSON | DEPARTMENT / DIRECTORATE | LOCATION/REGION | MINIMUM QUALIFICATION REQUIRED | NO. OF POSITIONS |
|---|----------------------------------|---|---|--|------------------|
| REF/ECR/DSAR/NM | Nthabiseng Mpako 0124292588 | Deputy Registrar: Student Administration and Registration | Eastern Cape Region 1 East London 1 Gqeberha 1 Mthatha | Diploma/Degree in Accounting Sciences | 3 |
| REF/ECR/DSAR-1/NM | Nthabiseng Mpako 0124292588 | Deputy Registrar: Student Administration and System Integration | Eastern Cape Region 2 East London 2 Gqeberha 2 Mthatha | Diploma/Degree in Administrative Management and Office Management Public Administration | 6 |
| REF/CAES/LHC/DM | Delphia Molisalife 0124294983 | Laboratory and Horticulture Centre with greenhouse and herbarium | CAES Florida Campus | Undergraduate in Agriculture and Horticulture | 10 |

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|-------------------|--------------------------------|--|---|--|---|
| REF/DEANS/SDD/BM | Branigan Madiehe 0124292715 | Student Development Division | Office of Dean of Students Florida Campus | Degree in Psychology or Social Work | 1 |
| REF/ECR/SASI/BM | Branigan Madiehe 0124292715 | Student Administration and System Integration (Counselling and Career Development) | Eastern Cape Region East London | Any Degree/Diploma qualification. Recommended graduate with disability | 1 |
| REF/ECR/SASI-1/BM | Branigan Madiehe 0124292715 | Student Administration and System Integration (Counselling and Career Development) | Eastern Cape Region 2 East London 2 Gqeberha 2 Mthatha | Honours in Psychology/Industrial Psychology | 6 |

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 Months**

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 23:59 PM 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.