

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	POSITION APPLICATION E-MAIL ADDRESS & CONTACT PERSON	COLLEGE / DEPARTMENT / DIRECTORATE	LOCATION/ REGION	MINIMUM QUALIFICATION REQUIRED	NUMBER OF POSITIONS
REF/KZN/DRO/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Regional Service: KZN Directors Office	Durban	Diploma in Administrative Management / Public Administration and Management or Bachelor of Administration	1
REF/KZN/SAFA/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Regional Service: KZN Student Admin and Financial Aid (SAFA)	8 Durban 4 Pietermaritzburg 4 Richards Bay 2 Newcastle	Diploma in Administrative Management / Public Administration and Management or Bachelor of Administration	18
REF/KZN/FLR/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Regional Service: KZN Facilitation of Learning Registrar	1 Pietermaritzburg 1 Durban 1 Richards Bay	Diploma in Administrative Management / Public Administration and Management or Bachelor of Administration	3
REF/KZN/RGS/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Regional Service: KZN Registrar	Pietermaritzburg	Diploma in Administrative Management / Public Administration and Management or Bachelor of Administration	2

REF/KZN/FNOP/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Regional Service KZN: Finance and Operations	Durban	Diploma in Accounting Sciences or BCom in Finance/ Accounting.	1
REF/KZN/LBU/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Regional Service: KZN Library Unit	1 Durban 2 Pietermaritzburg	Bachelor's degree in information science	3
REF/KZN/SASI/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Regional Service: KZN Student Administration and Systems Integration	Durban	Diploma in Electrical or Mechanical Engineering	1
REF/KZN/CCM/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Regional Service: KZN Corporate Communication and Marketing	Durban	BCom Marketing, Diploma Public Relations, BA Communication Sciences	2
REF/KZN/DCCD/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Regional Service: KZN Counselling and Career Development	2 Durban 2 Pietermaritzburg	BA Honours in Psychology	4
REF/FIN/EAM/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Finance: Expenditure and Asset Management	Muckleneuk (Pretoria)	Diploma in Accounting Science or BCom in Accounting Science All with Financial Accounting as a Major	4
REF/FIN/FGC/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Finance: Financial Governance & Compliance	Muckleneuk (Pretoria)	BCom in Accounting Science All with Financial Accounting as a Major.	2
REF/FIN/SADM/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Finance: Salary Administration	Muckleneuk (Pretoria)	Diploma in Accounting / Accounting Science BCom in Accounting / Accounting Science	4
REF/FIN/FADM/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Finance: Funds Administration	Muckleneuk (Pretoria)	Diploma in Accounting Science or BCom in Accounting Science All with Financial Accounting as a Major	2
REF/FIN/EMC/KM	<u>Kagiso</u> <u>Maphoto</u> <u>0124293446</u>	Finance: Expenditure Management: Creditors	Muckleneuk (Pretoria)	Diploma in Accounting / Accounting Science BCom in Accounting Science All with Financial Accounting as a Major	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-month Internship Agreement (not an employment contract)**
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 programme 2026 – Fill out form**](#)

Reference number must be indicated as the E-mail subject

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.