



<https://internforza.online/job/unisa-internship-programme/>

UNISA Internship Programme 2025 | Latest Application

Programme Overview

The UNISA Internship Programme is designed to give recent graduates exposure to a university working environment, helping them develop the necessary skills and competencies to succeed in their careers. Interns will work alongside experienced professionals and academic experts, gaining hands-on experience in various departments within the university.

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Fields of Internship

Internships are available in the following disciplines:

Academic & Research Fields

- Education & Teaching Support
- Research & Data Analysis
- Library & Information Science
- Curriculum Development

Business & Administrative Fields

- Finance & Accounting
- Human Resources (HR) & Industrial Relations
- Supply Chain & Procurement
- Office Administration & Management

Information Technology (IT) & Digital Fields

- IT Support & Systems Administration
- Data Science & Analytics
- Web Development & Digital Communication
- Cybersecurity & Network Administration

Marketing & Communication

- Public Relations & Corporate Communications
- Journalism & Media Studies
- Graphic Design & Content Creation

Legal & Compliance Fields

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- Legal Advisory & Compliance
- Policy Development
- Governance & Risk Management

Hiring organization
UNISA

Employment Type
Intern

Duration of employment
12-months

Industry
Higher Education

Job Location
Pretoria, Gauteng, South Africa,
Pretoria, Gauteng, South Africa

Working Hours
09

Date posted
March 12, 2025

Valid through
March 12, 2026

Key Responsibilities

Interns will gain valuable work experience through:

- Assisting in daily administrative, research, and academic tasks
- Supporting faculty members, researchers, and administrative staff
- Conducting data collection, analysis, and reporting
- Engaging in projects, case studies, and institutional research
- Preparing presentations, reports, and academic content
- Participating in career development workshops, training, and mentorship

Minimum Requirements

- South African citizenship
- A completed National Diploma, Bachelor's Degree, or equivalent qualification in a relevant field
- No prior full-time work experience (internship or voluntary experience allowed)
- Strong communication, teamwork, and problem-solving skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Ability to work independently and in a structured academic environment

Additional Information

- Priority is given to candidates from previously disadvantaged backgrounds and persons with disabilities.
- Internship placements are based at UNISA's Pretoria campus, with potential opportunities at other regional centers.
- Successful interns may be considered for further studies, employment opportunities, or research funding.

How to Apply?

Applicants must submit:

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- A detailed CV
- Certified copies of qualifications and academic transcripts
- Certified copy of South African ID
- A motivational letter explaining career aspirations

Application Deadline:

Varies per intake. Visit the UNISA Careers portal for updates.

For more details and applications, visit [UNISA Careers](#) or follow UNISA's official social media pages for internship updates.