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UNISA: Admin / Finance Internships 2026/27 New Application

Hiring organization
UNISA

Employment Type
Intern

Duration of employment
3 Months

Industry
Higher Education

Job Location
Pretoria, Gauteng, South Africa, 0001, Pretoria, Gauteng, South Africa

Working Hours
09

Date posted
November 3, 2026

Valid through
14.02.2028

Description

UNISA is seeking dedicated and motivated individuals for an Admin/Finance Internship position. This internship offers an opportunity for aspiring professionals to gain hands-on experience in administrative and financial operations within a dynamic educational institution. Interns will work alongside seasoned professionals, contributing to various projects and learning essential skills that will shape their career in administration and finance.

Responsibilities

- Assist in administrative tasks such as filing, data entry, and document preparation.
- Support finance department with basic accounting tasks, including invoice processing and reconciliations.
- Aid in the organization of events, workshops, or seminars related to administrative and financial functions.
- Collaborate with team members to contribute to ongoing projects and initiatives.
- Participate in meetings and training sessions to enhance knowledge and skills in administration and finance.
- Perform other duties as assigned by supervisors or managers.

Qualifications

- Currently pursuing or recent completion of a degree in Business Administration, Finance, Accounting, or related fields.
- Strong organizational and time management skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent communication and interpersonal abilities.
- Ability to work independently and collaboratively within a team.
- Eagerness to learn and adapt in a fast-paced environment.

Job Benefits

- Valuable hands-on experience in administrative and financial operations within a renowned educational institution.
- Mentorship and guidance from experienced professionals in the field.
- Opportunity to network and establish connections within the industry.
- Potential for growth and career advancement based on performance and capabilities.
- Stipend or compensation may be provided (if applicable).

Contacts

- Visit the UNISA Careers Page: Go to the official UNISA website and navigate to the “Careers” or “Jobs” section. Look for available internship opportunities or specifically for the Admin/Finance Internship position.

- Review the Job Description: Read the job description thoroughly to understand the responsibilities, qualifications, and expectations for the internship role.
- Prepare Your Application Materials: Update your resume/CV to highlight relevant coursework, skills, and experiences related to administration, finance, or relevant fields. Craft a compelling cover letter expressing your interest in the internship and detailing why you are a suitable candidate.
- Submit Your Application: Follow the application instructions provided on the UNISA Careers Page. This may involve filling out an online application form, uploading your resume/CV and cover letter, and providing any additional documents or information requested.
- Double-Check Your Application: Before submitting, review your application materials to ensure accuracy and completeness. Check for any errors in spelling, grammar, or formatting.
- Submit Application Within Deadline: Ensure that your application is submitted before the specified deadline. Late applications might not be considered.
- Follow Up (if applicable): If there's a contact provided or if UNISA encourages follow-ups, consider sending a polite email after submitting your application to express your enthusiasm for the position and reiterate your qualifications.