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UNISA: Admin / Finance Internships 2025/26 New Application

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.

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
December 24, 2024

Valid through
14.02.2028

- **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.