“If you know what you want, work towards it and you’ll get it.”

We want the ones who stand out. We’re looking for the ones who want more and who are willing to do what it takes to get it. We’re looking for tomorrow’s leaders. Your passion is the inspiration that drives us to transform your ambition into reality.

risingeagles.mobi
joinus.barclays.com/africa

Aim high. Prosper.
Prof Martin Oosthuizen

Welcome note

Today’s world is full of exciting career opportunities for people who are prepared to be innovative, adaptable and entrepreneurial and to keep on developing themselves. Our world continually confronts new challenges, many of which were hardly imagined only a few years ago. As a result, the nature of many current careers keeps changing, while many new career possibilities will continue to develop. The employers that you will read about in this Career Guide come from many different spheres, but one thing they have in common is that they are interested in you – not just as someone with highly sought after knowledge and skills, but also as an individual, with unique talents and characteristics. They understand that a career is about a relationship that allows you to grow and reach your full potential.

The Career Guides provides you with a comprehensive resource that will help you to make a more informed choice about possible work opportunities in your field of study, and about great companies to work for. I hope that it will provide you with valuable assistance as you make critical decisions about the career option that is best suited to you. But, of course, you may still have many questions about all the issues that you need to bear in mind when you decide on the right career choice and the companies that you would like to work for. So why don’t you pop into the Career Centre on Campus? Here, you will find friendly people who will assist in finding answers to questions on career opportunities, guide you in the writing of your first professional CV, and who can point you to interesting articles to read on the opportunities of the career that you plan to pursue.

Of course, you can also visit the interactive web page of the Career Centre in your own time where you can find out more about types of employment in your field of study, read about some of the companies and employers that are active in that area, and see what they are looking for in prospective employees.

I hope that you will enjoy this guide and that your ongoing contact with the Career Centre will fulfil a useful role in helping you to make your career dreams come true!

Prof Martin Oosthuizen
DEPUTY VICE-CHANCELLOR:
TEACHING - LEARNING
When there’s no trust in the fund

The IRBA is committed to its role as protector of the greater good of the country by requiring complete transparency in all company and financial submissions. If you are interested in revealing things as they are, no matter who or what is at stake, you should consider becoming a Registered Auditor (RA).

For more information, call 087 940 8800, email edutrain@irba.co.za or visit www.irba.co.za today.
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Introduction to the 2016 / 2017 Career Centre Career Guide

What we do

The Career Centre closes gaps between students, employers, alumni and academics. Continuing engagement with stakeholders allows the University to contribute optimally to the development of well-rounded graduates who are able to address the complex challenges of the world of work, but also play a meaningful role in addressing the broad social, economic, environmental and ethical challenges facing South African society. The NWU invest substantially in ensuring relevant curricula that will assist in delivering quality graduates that are able to plough back skills into the economy. Our substantial support structures help students to develop an understanding of the world of work and the kind of attributes that employers are looking for in graduates.

The team

Peet Roos
Acting Manager and Career Consultant: Career Centre
Institutional Office
Building F25
018 299 2097
peet.roos@nwu.ac.za

Bernice Smit
Project Manager
Institutional Office
Building F25
018 299 2058
bernice.smit@nwu.ac.za

Hope Abrahams
Information Officer
Institutional Office
Building F25
018 299 2020
hope.abrahams@nwu.ac.za

Avis Erens
Administrative Assistant
Institutional Office
Building F25
018 299 2059
22647686@nwu.ac.za

Office hours

Monday – Friday: 8:00 – 16:30
(The office will be closed between 13:00 – 14:00).

For more information visit our website:
www.nwu.ac.za/career-centre
The CAREER CENTRE plays a vital role in PROMOTING the EMPLOYABILITY of NWU students, through the SERVICES that it offers to STUDENTS and EMPLOYERS, as well as the NETWORKS that it creates for LIAISON amongst EMPLOYERS, ALUMNI, ACADEMICS and STUDENTS.
Student Academic Development is the ultimate educational function. Real student development aims at producing graduates with quality. Student Academic Development is the means to an end. ADC offers support to students at all levels.

- Do you need study skills?
- Are you limited by disability to access teaching and learning?
- Are you in first year and struggling to read and comprehend what you read?
- Do you have problems with your academic writing? (assignments / research)
- Do you have problems with computing?
- Do you have problems with writing your research proposal?
- Do you sometimes feel frustrated with your studies and wonder how other students made it to graduation?
- Do you need small peer support groups to improve your academic performance in a module?

IF YOUR ANSWER TO THE ABOVE QUESTIONS IS “YES”, VISIT ADC IN THE STUDENT ACADEMIC DEVELOPMENT SECTION.

THE FOLLOWING SERVICES ARE PROVIDED:
- Supplemental Instruction (SI) – out of class peer tutoring
- Research Support
- Peer Mentoring
- Reading Laboratory
- Writing Centre
- Study Skills
- Disability Unit: offering services to students with disability
- Examination and Test taking strategies
- eFundi

ENQUIRIES:
Academic Development Centre (ADC)
NWU, Mafikeng Campus
Building A3 Block D
Tel: 018 389 2058
Fax: 018 389 2430
Email: Ellen.Materchera@nwu.ac.za / 16118243@nwu.ac.za
**What is Peer Helping?**

The CH@S peer helpers is a SRC affiliated organization that functions under the guardianship of SCD. These are students who were trained to render basic support to their fellow students and are represented across residences and courses at the NWU Vaal Campus. Their aim is to make sure students are helped on ground level with social, academic and psychological challenges that they might experience. They will then make referrals to professionals on campus where need be.

Peer helpers render on-going peer support throughout the year and also assist with all projects of SCD.

**What is student counselling and development?**

**Student Counselling and Development** renders professional services to students by professional members of staff qualified in psychology, counselling, nursing, social work and psychometry. Our aim is reflected in our motto: “OPTIMIZING YOU!”

**What services do we offer?**

- Individual psychotherapy and counselling
- Life skills and personal development;
- Social Support Services, including HIV/Aids
- programmes and Meal-a-Day;
- Psychometric assessments for both prospective and current students;
- Career guidance and counselling;
- Enhancing the “First Year Experience”, adjustment to campus life, and general development for first-time entrants;
- Support for students with disabilities;
- Thuso 24hrs Crisis Centre.

**What services does the Career Centre offer?**

- Course related information
- Career guidance;
- Support with job search;
- Help with CV’s;
- Preparation for interviews;

**CH@s**

Connecting Helpers and The Students
YOU, ME...ENDLESS POSSIBILITIES!

NWU Vaal Student Counselling and Development

For professional guidance and assistance with any personal problem or developmental area come to our offices and book an appointment.

**PERMANENT STAFF**

Manager: Dr Saneth Dreyer
Senior Psychologist: Dr Sydney Vos
Social Worker: Ms Maggie Matsaneng
Industrial Psychologist: Ms Elette van den Berg
Accessibility Technologist: Mr Hendrik Steyn

Building 13, SL 331
016 910 3195
What is the Disability Office?
The Disability Office in Student Counselling and Development plays an advocacy and support role. All students with physical and psychological challenges are invited to come and talk to us. We offer disability related support and accessibility assistance to all implied students.

What can the HIV Coordinator do for you?
• HIV/AIDS counselling.
• Addressing stigma of HIV;
• Substance abuse programs and support;
• Addressing Sexuality issues;
• Women empowerment;
• Men empowerment.

What is THUSO?
Thuso is a 24hr Crisis Centre, which resides under SCD at the NWU Vaal Campus. Staff members are responsible for the management of THUSO Crisis Centre.

Thuso’s Crisis Help Line:
082-815-9781

Do you feel your life is not worthwhile?

Student Counselling and Development
Potchefstroom Campus

Student counselling and development (SCD)

Do you experience
• emotional or personal problems;
• problems with your course / choice of profession;
• difficulties in adapting;
• relationship problems;
• learning problems;
• anxiety problems; or
• phase of life problems?

Or do you need help with:
• extended examination time;
• time management;
• study methods;
• stress handling;
• life skills; or
• conflict handling

... THEN THE STUDENT COUNSELLING AND DEVELOPMENT (SCD) IS YOUR ANSWER!

The SCD has a wide-ranging psychological services to help students in growing and developing optimally in academic, emotional and social areas. These services are provided without any cost to students, and include a 24-hour crisis intervention service offered by the “Ingryp” centre.

Services that are offered, are among others:
1. Career and course counselling
The Student counselling and development of the North-West University is an official department that can help students to make responsible career and course choices, with the aid of psychometric tests. The abilities, interests, personality, study habits and attitudes
of students involved in the process. Students may also be assisted with the revising of their curricula and career choices if they encounter problems during the course of their studies.

2. **Development and enrichment**
Not only students who already have problems are assisted. Various preventative workshops are presented for the purpose of developing students into mature and responsible members of society.

3. **Student Support System (SSS or SOS)**
SOS is a system in which students in residence context receive peer helper training in order to guide students with interpersonal problems. The main task of the peer helpers is to give support to students and to refer them to the appropriate support services.

Additionally, their task is to launch and coordinate prevention and awareness campaigns in residence’s house committee's, and specifically the house committee’s representative of Student Interests.

The peer helpers are not advisers or counsellors. They are under strict supervision of a registered psychologist who also coordinate the system.

**Enquiries**
Potchefstroom Student counselling and development (SCD)
**Building F18** (straight across the auditorium)
2 Hoffman Street
Tel: 018 299 2893; Fax: 018 299 4077
Email: izelle.muller@nwu.ac.za
Crisis line: 018 299 1777

**Office hours**
Monday – Friday: 8:00 – 16:30
(The office will be closed between 13:00 – 14:00).

**The Institute for Psychology and Wellbeing (IPW)**
- **Therapeutic assessment and intervention:**
  Psychotherapy and counselling, psychiatry, speech therapy, including standard psychometric and neuropsychological evaluations; therapeutic and psychological intervention; psychiatric assessment, and speech therapy.
- **Training:** Professional training including matters pertaining to continued professional development, academic training in cooperation with the Psychology Department at the NWU at undergraduate and postgraduate levels.
- **Preventative and performance services**
  including community programmes; corporate wellness and resilience programmes; elite sport psychology (teams and individuals).

**JCC (E8) Room 230 Tel: 018 299 1737**

**The social worker offers the following services:**
1. Assessment of students with problems.
2. Promotes the learning experience of students by supporting them in terms of social, emotional, behavioural, and adjustment problems.
3. Liaises with resources in the community, families, students, and the university.
4. Planning and implementation of development-oriented programmes.
5. Individual and group counselling.
6. Crisis intervention and trauma debriefing.
7. Prevention of premature termination of studies due to psychosocial problems with particular reference to human rights violations, depression, self-image, unplanned pregnancies (abortion), alcohol and drug addiction, absenteeism, other disciplinary transgressions as well as financial difficulties.
8. Advises students regarding the Children’s Act, Abortion Act, Domestic Violence Act, and maintenance legislation.

**Building: E14, Tel: 018 299 1919**

**HIV & AIDS programme**
**Free services include:**
- Resources and educational material on HIV and AIDS
- HIV testing
• Prevention and awareness campaigns
• Support
• HIV and AIDS counselling

Building: E14, Tel: 018 299 4382

The Unit for Students with Disabilities (USWD)
Aims to support students with the following disabilities:
• Visual disabilities
• Physical disabilities
• Hearing impairments
• Speech impediments
• Psychological impairments
• Temporary disabilities

The USWD is at:
The “Ingryp” Centre, Building E14, Room G15
Enquiries: Ms Blanch Carolus
Tel: 018 299 4431
Blanch.Carolus@nwu.ac.za

Health-Care Centre
Services:
• Diagnosis and assessment of lifestyle diseases, like TB, diabetes mellitus, asthma, epilepsy, minor illnesses/injuries, etc.
• Emergencies.
• Immunisation programme.
• Reproductive health including pregnancy testing, family planning, prenatal/postnatal care, and sexually transmitted diseases.
• HIV testing and counselling.

• Creating awareness of general health-related issues like rape, alcohol and drug abuse, gender equality, etc.
• Special support services.
A nominal consultation fee is charged (discounted fee/free consultation in case of emergency)

Building E16, Tel: 018 299 4345

Financial Support Services
Services:
• Financial Planning
• Enquiries about bursaries and loans
  - Academic bursaries
  - Leadership/ Arts and Culture bursaries
  - Support bursaries
  - Sport bursaries
  - Alumni loan fund
  - NSFAS bursary-loan scheme

Building F19, Tel: 018 299 2045/46

Academic Support Services
Reading laboratory tel: 018 299 2902
Services:
• Reading enhancement laboratory identifies problems with:
  - concentration
  - memory
  - reading speed
  - other learning and reading difficulties
• Learning and reading skills development:
  - to promote successful studying

JCC Building (E8) K108, Tel: 018 299 2721

“The future belongs to those who believe in the beauty of their dreams.”

Eleanor Roosevelt
“In order to be irreplaceable, one must be different” – Coco Chanel

At the end of four years of studies, I qualified as a pharmacist at the PUK Campus of the NWU, an opportunity I would not exchange for anything.

Being different is what makes you sparkle! It is something that makes you a unique, extraordinary and admirable job candidate and paves your way to the top.

First, though, you have to find yourself in the chaos of this world and just be yourself. Being a PUK student is a great privilege – something to be proud of because it makes you different! During this unique season of your life, you qualify as a professional to fulfil your destiny and you also shape your character. As a student, you find yourself by serving others and being part of a team.

The PUK offers amazing facilities for students, not only to acquire good qualifications, but also to make a difference and be the best job candidate for the employer in the unexpected world. The Career Centre has opened doors for my future by offering assistance in creating a professional CV and also by preparing me for my first interview. These special tips and guidance will give you the necessary confidence, smooth your application process and make you the different candidate. The activities help you to discover yourself by unfolding your hidden characteristics and expressing these unique qualities in daily life. Thank you for every person who made a difference in my journey!

Nothing great has ever been achieved without obstacles. Sometimes you have to sacrifice something to achieve the best. Never give up, take chances and bend the rules during your life’s journey.
During the last year of my degree (2015), I was lucky enough to be invited for an interview at Vodacom. If it wasn’t for the Career Centre at the North-West University Vaal Campus, I wouldn’t have known where to begin preparing or how to dress for the interview. The Career Centre arranged a job interview preparation and Ms Elette van den Berg from the Career Centre explained to me the pros and cons of an interview. I now work for Vodacom, the biggest network provider in channel development, as a Service Management Consultant, but I wouldn’t have been able to do it without their help. For this, I will be grateful forever.

My advice to students looking for a job is, never take anything for granted; use every opportunity you can get to your advantage. The Career Centre is where you need to go if you are looking for a job, whether a part-time, vacation or your dream job. Every student should have the opportunity to visit the Career Centre and attend all the above-mentioned services at least once a year; this will strengthen your chances of being employed and excelling in life. I, for one, did not have the chance of attending their workshops until I was in my final year, but because I was determined, I learned every bit of information they taught me and it rewarded me in the end.

The Career Centre provides a variety of services to help students with services; among them are the following:

- CV and cover letter writing: These are the main documents every student should have; they represent an applicant in a company or workplace. Career Centre offices help students to write their résumés and cover letters. The Centre often conducts workshops and provides one-on-one sessions during which résumés and cover letters are reviewed.

- Job interview preparation: Career Centre offices also sponsor workshops in which you learn how to present yourself well in a job interview. This preparation for job interviews helps you to get used to the idea of being in an interview, which can enhance your confidence.
OPTENTIA
RESEARCH FOCUS AREA
Enabling optimal expression of individual, social and institutional potential

The Optentia Research Programme provides high quality research and master’s and PhD training programmes in the disciplines of:

- Psychology
- Industrial/Organisational Psychology
- Educational Psychology
- Sociology
- Labour Relations
- Social Work
- Educational Sciences
- Human Resource Management

In line with our mission to develop and organise knowledge for the optimal expression of individual, social and institutional potential, the sub-programmes are:

- Flourishing in Institutions
- Pathways to Resilience and Post-traumatic Growth
- Psychosocial Well-Being and Communal Thriving
- Ageing and Generational Dynamics
- Unlocking Potential in Educational Processes
- Holistic Learner Development in Diverse Contexts
- Talent Management

Competent Researchers - Focused Research - Strong National and International Networks - An African Perspective - A Worthwhile Existence

Optentia Research Focus Area

Website: www.optentia.co.za
Contact: marinda.malan@nwu.ac.za
Tel: (016) 910 3515
Full Name: Chané Espag de Klerk
Job Title: Graduate Trainee (Product Analyst)
What you studied: Master’s degree in Chemical Engineering
Company Culture: Fun, challenging, innovative, good work-life balance.
What is exciting about work? Learning new skills, experiencing challenges and solving actual problems.
Your advice to students entering the job market? Always grab every opportunity. You never know who you will meet or where you will end up.
What would you have done differently during your years at University? Absolutely nothing. I had a good balance between social and academic life.

Full Name: Khothatso Motale
Job Title: Graduate Trainee (Junior Accountant)
What you studied: Bcom Financial Accountancy, for both my Undergrad and Honours.
What is exciting about work? The thought that everyday holds a new challenge and an opportunity to learn and to grow.
Your advice to students entering the job market? Learn as much as possible and never stop investing in your personal growth. It is not about where you are now but about where you want to be in the future. Learn from your mistakes, like Maya Angelou said “Do your best until you know better and when you know better, do better”.
What would you have done differently during your years at University? I would have started reading more on topics related to Networking, Emotional Intelligences and working on my soft skills.
Full Name: Manana Maria Wanambula

Degree completed: Bcom Economics and International trade

Job Title: Graduate trainee for FNB Insurance brokers (wealth - short term insurance)

Company culture: There exists a culture of a homely environment, everyone treats each other with respect and honour, from junior to senior individuals. We often wish each other happy birthdays and care about what is happening in each other’s lives outside of the office, we take interest to talk about each other’s hobbies and weekend events.

What is exciting about work? The most exciting aspect about work is continuous learning. The fact that I am surrounded by well minded, experienced and highly accomplished individual is my biggest motivation. The other aspect is exposure to the banking sector. Being knowledgeable about the banking system is a blessing to me.

Your advice to students entering the job market? Number one: always put yourself out there. Be noticed, be available and be ready to assist. The only way the experience can be whole is if one is completely opening themselves to consuming as much knowledge about the company they work for, about what is expected of them and about how to keep adapting themselves in order to become the best in their field. That’s the recipe for success.

What would you have done differently during your years at University? Academic achievement has always been important to me and a number one priority, however I do think there is always more that could be done. Although I did predominantly well academically during my university career which resulted in getting a merit bursary and an invitation to become a Golden key member, I would have appreciated to get my degree with a distinction. I wish I had studied a little harder and achieved higher marks overall. This would most likely mean having cut the time for friends, socialising and going out and putting all that effort and time on getting higher marks.
Full Name: Thabiso Phokojoe
Job Title: Graduate Trainee (Java Developer)
What you studied: BSc Information Technology
Company culture: FNB’s culture is based on the following values; Helpful, Accountable, Innovative, Ethical, Effective. Everyone at FNB has to meet those values, which makes it easy for teamwork and collaboration.
What is exciting about work? Learning every day, contributing to real life projects.
Your advice to students entering the job market? Don’t just apply for a job title that you will not enjoy because of desperation. Apply for something you’ll wanna do for the rest of your life.
What would you have done differently during your years at University? I would have applied for Winter Schools and Vacation internships at different companies in order to get a feel of the corporate world.

Full Name: Thandiwe Mjeso
Job Title: Graduate Trainee (Fraud Analyst)
What you studied: BCom Economics and Risk Management
Company Culture: Innovative
What is exciting about work? The fact that I learn something new every day makes work so exciting and engaging with different people and building networks is a lot of fun. The people that I work with make it even more exciting as they are so helpful, they never get tired of my helping us and they are very supportive. Working in a department that does something different daily is also something that makes work great as no day is a repetition of the previous day.
Your advice to students entering the job market? My advice is that you come with an open mind, willing to learn something new every day and that you always remember that they wouldn’t have hired you if they didn’t believe that you can do the work so never belittle yourself. Keep in mind that you become an expert at what you...
are hired to do overnight, it will take some time so be patient with yourself. Lastly, every time you feel like giving up always remember why you started in the first place.

What would you have done differently during your years at University?
To be honest I wouldn’t have done anything differently because then I wouldn’t be the person that I am today. All that I did, the choices I made and all the different experiences that I had while in university made me the great person that I am today.

Full Name:
Yonélia Maryna Swart

Job Title:
Graduate Trainee (PBL Actuarial Analyst)

What you studied:
BSc Actuarial Science

Company Culture:
I am surrounded by amazing people – People who really live by FNB’s values – everybody is helpful, ethical, efficient, innovative and accountable.

What is exciting about work?
It is quite exciting to learn their specific systems and how they manage to make everything work out. In my team we work a lot of times in groups – which is really interesting and the best way to get to grips with everything since you are exposed to various opinions and knowledge all at once.

Your advice to students entering the job market?
Take time to familiarise yourself with the systems and how the hierarchy operates. Always observe your fellow employees to expose yourself to as much info and operations as possible. Do not be afraid to ask questions since this is the best way to understand and build relationships.
If you think you might be interested in a career as a graduate, but have little (or no) idea what that really means, this article has been written with someone like you in mind. We have assumed that you have little or no prior knowledge and that you will therefore need some structure and guidance in gathering relevant information for making your decisions. Some of you might already have considered some or all of the issues addressed below, in which case this is a confirmation that you are on the right track.

Pre-university checklist
To help you decide if a career as a graduate is for you, and what specific discipline and/or profession appeals to you, there are a few things you could do, even before you start university. Here is a brief checklist to get you started and help you focus your mind:
• Read the business pages of the newspapers and related magazines to improve your commercial awareness, as well as awareness of the different professions/careers available.
• To go through your options, talk to the career advisers at schools and universities, and/or private career counsellors.
• Research the different paths into your chosen field of study, for example universities, colleges, chartered institutes or apprenticeships.
• Get some practical work experience (even if it is a very menial job) at a firm employing graduates in the profession you are interested in.
• Work hard at your academic studies. Good grades are essential for entry into tertiary studies!
• Talk to friends, parents, acquaintances – anyone with a connection to the profession of your interest.
• Think about the kind of extracurricular activities you can participate in to become a well-rounded candidate. Think about sport, volunteering, debating teams, music…

Reality check
Life isn’t a bed of roses. In the spirit of full disclosure, there are a few things worth mentioning as a reminder that a career as a graduate is not all triumphant victories and champagne-fuelled deal celebrations. So, without wanting to detract from the exciting and challenging careers on offer, the following aspects provide some food for thought…

Finances
We cannot stress this enough – the road to a graduate qualification is not cheap and there are no guarantees of a job and a big starting salary at the end of it. The economy is under pressure and employers may not be paying big salaries to new graduates. Your ability to afford the courses and a potentially low starting salary must be factors in deciding whether to pursue a career as a graduate.
**Academics**
Nothing but the best will do in this competitive market. You need to be getting excellent grades from your first year of university onwards – arguably, your grade 12 results are just as important when it comes to applying for bursaries, internships or training contracts and sometimes anything less than As or Bs may prevent you from getting past the first application hurdle. Most recruiters we speak to say that excellent academics are a given, so make sure you tick this very first box. Study well and study hard.

**Competition**
The numbers are stacked against you – there are fewer bursaries, internships and job opportunities than there are people with the necessary qualifications. You have to find a way to stand out among thousands who are angling for the same job, so make sure you shine by being resourceful, determined and committed to the profession and career.

**Time**
An awareness of the pressures of time is crucial if you are to succeed; you should give the requisite amount of time (i.e. lots of it) to your future career, while not neglecting your studies. You must spend time researching prospective employers and job opportunities you are interested in, planning how to get work experience, and preparing, refining and checking (and having someone else check) your application forms and CV. Start early, have a schedule and be strict with yourself. Last-minute, rushed efforts are almost worse than no effort at all.

**Experience**
You need a combination of work experience (both related and not related to your graduate profession) and extracurricular activities to become the all-rounder that employers want to hire. One without the other isn’t enough; having both strings to your bow is what will help you demonstrate, in a quantifiable way, that you are a complete human being and worth the firm investing in you as a future employee.

A quick note on so-called “non-related” work experience and skills gained through voluntary or extra-curricular activities: Never forget that experiences as (for example) a waiter might have developed your competence in working with customers, or that a filing-job might have developed your competence in administrative processes and attention to detail. Along the same lines, participation in sport and other team-related activities might have developed your competence in teamwork and competitiveness. Never neglect to highlight the competences you have developed in so-called “non-related” experiences by showing the relevance to your future employer.

**Online**
Your online presence may currently be dominated by photos of debauched holiday antics and lewd comments, and you need to be aware that recruiters may be Googling your name! It can therefore be beneficial to build up a more “professional” social media profile than your Facebook account offers. LinkedIn is great for maintaining a line of contact with the professionals you will be meeting, while Twitter can also be useful to follow the business world’s big influencers and stay up to the minute with the latest news and issues.

**Commerciality**
The professional world is the business world. If you harbour any ambitions to work for an employer of graduates, it is essential to develop a good understanding of the issues and events affecting businesses. Read, for instance, the Financial Times and the Economist from time to time, as well as other publications related to your profession. Try to appreciate the appropriate business issues thrown up by your studies from a commercial perspective.
Your first-year university and onwards checklist

You’re at university and you want to know what you should be doing (or continue doing). Here is a brief checklist to help you focus your mind:

• Keep up with the business pages of the newspapers to improve your commercial awareness, but also read the more specific information relating to your professional field.
• Continue talking to career advisers at university to work on your CV-writing, as well as application and interview skills and techniques, and to see if they have any contacts of prospective employers.
• Build your practical work experience during holidays or weekends.
• Think continually about where you might like to apply for jobs after graduation. Improve your knowledge of these professions/careers/jobs and employers.
• Attend career fairs and employer presentations to meet people face to face. Think about how you stand out in order to be remembered by them. Find out about their graduate recruitment opportunities and processes.
• Go to companies’ open days (for which there is sometimes an application process), often aimed specifically at graduates.
• Continue to work hard at your academic studies. Recruiters want to see exemplary grades and yes, your first-year grades do count!
• Continue talking to friends, parents, acquaintances – anyone with a connection to the relevant profession.
• Participate in organised student life by engaging in some of the extra-curricular options at university (e.g. sport, debating or music) in an effort to develop competences and become a well-rounded candidate.
• Consider what specific area of your profession is your passion and what specific job/career you have in mind. Prepare yourself to answer the Why?-questions about your choices.

Adapted from: Law Careers.net – The beginner’s guide to a career in law 2014

“If you don’t go after what you want, you’ll never have it. If you don’t ask, the answer is always no. If you don’t step forward, you’re always in the same place.”

Nora Roberts
Webber Wentzel Graduate Programme

open up a world of possibilities

Enrol in our graduate programme
#AskWW

TOP EMPLOYER FOR A THIRD CONSECUTIVE YEAR
AFRICAN LAW FIRM OF THE YEAR 2014

WEBBER WENTZEL
in alliance with Linklaters

www.webberwentzel.com
Introducing yourself –
The cover letter

A CV should always be accompanied by a cover letter which conveys your personality and enthusiasm, and draws attention to your experience and suitability for the job you are applying for. Your cover letter can differentiate your CV from the others – make sure that you grasp the opportunity to market yourself. The letter should intrigue the reader so that he/she would want to read the entire CV.

Layout
The letter should have only three paragraphs:

• The first (very short) paragraph should contain the reference to the advertised post, the reference number in the advertisement, and where and when the advertisement appeared. If the CV is sent after a telephone conversation or personal referral, it should be mentioned here.
• The second paragraph (the longest in the letter) should indicate the way in which your own knowledge, qualifications, skills and personal qualities are suited to the post requirements.
• The final paragraph (which is also very short) should mention your positive expectation to hear from them, thank them for their time and draw their attention to your contact details.

Contents
The contents should:
• be brief and structured. Avoid repetition of lengthy information that is covered in your CV;
• address the relevant contact (if mentioned in the job advertisement). If no contact person was mentioned, the salutation should read ‘The HR Manager’, ‘The Advertiser’ or ‘Dear Sir/Madam’. Don’t write ‘To whom it may concern’;
• refer clearly to the post title, any reference number, as well as where and when the advertisement was noticed;
• refer to your CV and emphasise relevant points;
• outline your current situation briefly, as well as the reason why you are interested in the job;
• emphasise the reason why the employer may want to meet and employ you;
• highlight your skills, achievements and possible contribution to the organisation;
• contain phrases that express your personality;
• ensure that the reader is left with the impression that you are a potential match for the job; and
• close with a polite and positive expression of interest in further dialogue with the employer or recruiter.

Appearance
The cover letter should:
• be a formal business letter, like we all learnt at school;
• fit on one page;
• be neatly and clearly printed on the same good quality paper that you used for your CV;
• be well laid out and easy to read; and
• be free of typing, spelling or grammatical errors.
Cover letter tips

• Always analyse an advertisement and identify requirements before writing your letter and updating your CV.

• The main purpose of the letter is to motivate the recipient to read your CV as well.

• Pose short questions or develop concise statements that entice the employer to turn the page and take a look at your CV.

• Get right to the point – assume that the reader is merely skimming your letter and looking for a good match for the vacancy.

• Your goal should be to write something that resonates perfectly with that which is already on your reader’s mind.

SAMPLES OF COVER LETTERS

http://jobsearch.about.com/od/coverlettersamples/a/coverlettsample.html

www.coverletterexamples.net/

www.resumecoverletterexamples.com/

www.bestcoverletters.com/

www.resume-resource.com/covers.html

http://susanireland.com/letter/cover-letter-examples/

www.nothingbutcoverletters.com/

www.cvtips.com/cover-letter/view-free-cover-letters.html

www.resumecoverletters.org/examples/

www.careerstrides.com/cover_letter_samples.html


“Don’t go around saying the world owes you a living. The world owes you nothing. It was here first.”

Mark Twain
The ultimate marketing tool – Your Curriculum Vitae

Your CV is your marketing tool and its focus should be on your skills that contribute to the position you are applying for. The following should be included:

- **Personal details:** Your name and surname should be prominent and could even be the title of the document. Telephone numbers should be current. If you use an informal or comical e-mail address, you may wish to create a new e-mail address that includes your name. It is not always necessary to include information relating to your nationality, age, sex, marital status, languages or health. Ensure that you are easily contactable at the address you provide and, if applicable, include information regarding your driver’s licence.

- **Career objective:** An objective gives focus to your CV – the reader will know immediately what you are looking for and if you are a good candidate for the advertised position. This is the section in which you must state your career focus and impress the reader with your achievements and strengths.

- **Educational information:** List brief details of your academic qualifications, starting with the most recent achievement/qualification. List the degree, diploma, matriculation as well as the year and name of the institution. The older you are, the less important your school information will become. It might not be necessary to include the school subjects. Indicate your interest for the immediate future. What are you looking for now? It is also important to include everything you achieved while you were studying. List competitions won, awards received and leadership positions you served in, e.g. chairperson of committees. End this section with a short sentence about the extracurricular activities that you participated in.

- **Work-related experience:** List your most recent experience first, continuing in reverse chronological order. Use short sentences, positive language and highlight relevant achievements. Mention the positions you held and companies you worked for, including the dates. Ensure that you include your part-time, volunteer and vacation work. Mention in detail the skills, abilities and experiences you acquired during your work. Because you want the reader to find information quickly, you will need to organise your experiences in categories. Possible category headers are the following: Relevant experience, Volunteer experience, Teaching experience, Lab experience, Community service, Clubs / Organisations, Awards, and Other achievements.

- **Skills:** It is important to match your skills to the job you are applying for. A CV that highlights relevant skills and experience will boost your chances of getting an interview. If you are going to apply for different jobs, you should tailor your CV to each job. Detail specific skills you have gained and also their relevance to the job you are applying for. The ability to work on a computer is a key skill. List all the programs you are able to
work with, as well as your proficiency level on each program.

- **References:** If this is your first job, it would be wise to nominate tutors or mentors as your references. Always verify that references are willing to provide information about you before you include them in your CV. Your references should be able to answer questions on your achievements, work ethics and personality.

- **Presentation and layout:** The layout of the CV could already demonstrate whether you meet the skills specified in the job advert. The CV must be easy to read and visually appealing – avoid using excessive underlining, bold italics, long paragraphs and multiple fonts. It is a good idea to use bullet-point lists. Headings are useful for scanning and must be consistent in style. You can even use headings taken from the advertisement or job specification. First impressions matter – use quality paper and check for correct spelling and grammar.

- **CV style:**

  **Which style of CV would be best for your job application?**

  - The chronological CV is the most familiar CV format and outlines your education, experience and achievements in reverse chronological order.
  - The skills-based CV focuses on evidence of your relevant skills. Use headings to present your skills, which should be focused on the needs of the employer.
  - The academic CV can be useful when you apply for an academic or research career. Use appropriate headings to explain your research interests, e.g. Dissertation, Research abstracts, Areas of expertise, Publications, Presentations and/or conferences attended, and Awards.

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**Dos & Don’ts**

**CV DON’Ts**

- Don’t overuse the personal pronoun I.
- Don’t send the same CV with every job application.
- Don’t describe duties – focus on achievements.
- Don’t use lengthy sentences; rather use a bullet list for an easy to read format.
- Don’t exaggerate or lie.
- Don’t leave gaps in your educational and employment history.
- Don’t give relatives as references.

**CV DOs**

- Keep it short, concise, easy to read and straightforward – focus on content, not length.
- Check for typing, spelling and grammatical errors.
- Adjust your CV to fit the specific job you are applying for.
- Focus on the job and ensure that your CV is relevant. Make sure that the relevant experience and skills are prominently displayed.
- Keep the reader in mind.
- Be positive and relay your strengths.
- Include a career objective.
- Include a cover letter.
- Demonstrate that you understand the nature of the job being advertised and explain why you want to work in that area.
- Highlight briefly how your skills and abilities fit the vacancy.
- Research the company before you compile your CV.
- Print on quality paper and ensure that the layout is good. Print the cover letter on the same type of paper.
Curriculum Vitae Example

AWESOME STUDENT
084 778 1234 ∙ awesome.student@gmail.com
Postal Address: PO Box 1234; Mafikeng, 2531

1. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Surname</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Gifted Awesome</td>
</tr>
<tr>
<td>I.D.number</td>
<td>900101 0123 456</td>
</tr>
<tr>
<td>Nationality</td>
<td>South African</td>
</tr>
<tr>
<td>Languages</td>
<td>Tswana, Afrikaans and Engels</td>
</tr>
<tr>
<td>Driver’s License</td>
<td>Code A en B</td>
</tr>
</tbody>
</table>

2. PERSONAL PROFILE

At least 10 words (adjectives) which will describe your personality, personal qualities or traits which will lead to success in the specific job/career, as explained in the CV workshop by the Career Consultant.

3. CAREER GOAL / OBJECTIVE

Explain what kind of a job you are looking for at what kind of a company. Show the prospective employer what you are looking for matches their job vacancy/company. You may include it only in your covering letter. Refer to: Functional area (job); level in the organization; type of organization; size of organization; eventual goals and specific skills sets.

- Font should be easy to read, size should be between 10 and 12. Avoid colour.
- Your address could also be in table format underneath your name and surname.
- Your email address should be professional. Avoid nicknames. Highlight briefly how your skills and abilities fit the vacancy. Organise your experiences in categories.
- Make sure you include the institution, degree, date of completion and main subjects. Start with the most recent qualification. It might not be necessary to include the school subjects.
- The older you are, the less important your school information will become.
4. ACADEMIC BACKGROUND

4.1 List qualifications starting from highest and include only the subjects which are necessary. Refer to academic record for all subjects.

4.2 Other courses attended and skills obtained.

4.3 Academic Achievements.

5. (LIFE) EXPERIENCE

Remember: “VERBS & CONTEXT”
Typical headings are given below. It will be unique in your situation, as explained in the CV workshop by the Career Consultant.

5.1 CULTURE - Debating; Music; Singing; Dancing; Acting; etc
5.2 SPORT - Soccer; Tennis; Ballet; Athletics; etc
5.3 LEADERSHIP
5.4 COMMUNITY ACTIVITIES
5.5 ENTREPRENEURSHIP
5.6 ACADEMIC ACTIVITIES - Research; Data gathering/-processing; Student Instruction; etc
5.7 INTEREST AND HOBBIES - Photography; Gardening; Flower arranging; etc

6. WORK EXPERIENCE

Name of employer; period, job title AND a description of what you did.
Remember: “VERBS”

7. REFERENCES

Employer: Mr. P. Wessels; Sunshine Pharmacy; Mafikeng.
082 123 4567

Lecturer: Dr. J. Alison; Department of Statistics; NWU; Mafikeng.
082 234 5678

BE CONCISE
Continue revising and fine-tuning your CV. Proofread! Don’t rely on a spellchecker. Have two or three different people proofread your CV.

Ensure that your CV is well spaced and visually attractive. Check and recheck your CV for errors.
Curriculum Vitae Checklist

Check the list below against your current CV to make sure that you have the basics covered.

Your CV in General
- Does your CV look attractive? Would the reader be interested in you as a candidate?
- Is it well organised, concise and structured into one to three pages?
- Has the CV been checked for spelling, grammar and typing errors?
- Is the lay-out well balanced and the space used effectively with headings?
- Is it easy to read, with clear font and characters that are not too small?
- Does the most relevant information occupy the most space?
- Did you print your CV on good quality paper?
- Did you adapt your CV to suit this specific application?
- Did you create a cover letter to accompany your CV?
- Will the employer be able to contact you by using your personal details on the CV?
- Did you use action verbs & short sentences and phrases that are to the point?
- Are you sure your e-mail address is professional?
- Are the pages numbered?
- Does your CV include a cover page?

Your Educational Information
- Except for your tertiary and secondary education, did you include additional training?
- Did you include all your qualifications, as well as the completion dates?

Your Work Experience and Skills
- Did you list your experience chronologically?
- Did you list the most recent experience first?
- Did you emphasise the most relevant experience?
- Did you explain any gaps in your work experience chronology?
- Did you tailor your CV to the specific position you are applying for?
- Did you include your career objective and core competence?
- Does the career objective align with the position you are applying for?

Your References
- Did you include contact details of your references?
- Have you asked your references permission to cite them in your CV?

Did you know that the average employer will spend approximately 10 to 20 seconds reviewing your CV the first time? You MUST, therefore, attract attention – make the seconds count!
What Do Employers Want?

One of the most frustrating challenges in job-seeking and preparing applications for jobs is to determine exactly what skills and attributes the employers are looking for.

This article aims to equip you with knowledge of some of the skills that employers have indicated as being important to them, as well as skills that knowledgeable people write about.

In one survey, where a large group of employers were asked to list the most important selection criteria for graduate appointments (in addition to relevant academic qualifications, of course), the findings were as follows:

The most important quality for those employers is interpersonal and communication skills. This refers to your ability to communicate, interact and achieve goals with other people, and to act responsibly and professionally at all times. It includes listening skills, as well as positive body language, eye contact and gestures. Your verbal skills are rated by the way in which you ask or answer questions, give or receive instructions and speak to larger groups. Your written skills are evaluated by the clarity and comprehension in your CV and cover letter, and your ability to write letters, memos, reports et cetera.

The second most important quality is drive, commitment and knowledge of the industry. This refers to your ability to convince the employer that you understand the job contents, the outcomes you must deliver and the contribution you are expected to make to the business (and even the industry). You must display a passion for doing this job and be prepared to invest your best effort in making a success of it.

The third most important quality is analytical thinking and problem solving abilities. Especially in positions where academic qualifications are required, employers expect you to have the ability to apply theoretical knowledge in practice, solve difficult problems, or improve processes and outcomes.

In her book, “What employers want – The work skills handbook”, Karen Holmes confirms these findings when she describes the following four skills as the most important ones for employers:

- Communication
- Team-working skills
- Problem-solving and decision-making skills
- Numerical and computer skills

This fourth skill refers to the confident use of electronic technology, rather than the understanding of typical mathematics. Employers value skills in electronic data-management, such as finding data, interpreting it, presenting it and storing/retrieving it. It also includes effective use of the internet, word processing, spreadsheets, presentation software and databases.

The author adds the importance of having the right attitude to the above four skills. The right attitude includes being passionate, focused, driven, committed, willing, determined, motivated, adaptable and devoted, as well as reliable and polite. (For more on attitude, please refer to the article, on page 48.)
Jeff Haden, in an article called “8 Qualities of Remarkable Employees”, takes it further by distinguishing between great and remarkable employees.

He says that great employees are reliable, dependable, proactive, diligent, great leaders and great followers ... They possess a wide range of easily-defined – but hard to find – qualities.

A few hit the next level. Some employees are more than great – they are remarkable, possessing qualities that may not appear on performance appraisals, but make a major impact on performance nonetheless (not only performance of the employee, but performance of the whole company).

Here are eight qualities of such remarkable employees:

1. They ignore job descriptions. The smaller the company, the more important it is that employees can think on their feet, adapt quickly to shifting priorities and do whatever it takes, regardless of role or position, to get things done. When a key customer’s project is in jeopardy, remarkable employees know without being told that there’s a problem and they jump in without being asked – even if it’s not their job.

2. They’re eccentric... Remarkable employees are often a little different: quirky, sometimes irreverent, even delighted to be unusual. They seem slightly odd, but in a really good way. Unusual personalities shake things up, make work more fun, and transform a plain-vanilla group into a team with flair and flavour. People who aren’t afraid to be different naturally stretch boundaries and challenge the status quo, and they often come up with the best ideas.

3. But they know when to dial it back. An unusual personality is a lot of fun... until it isn’t fun anymore. When a major challenge pops up or a situation gets stressful, the best employees stop expressing their individuality and fit seamlessly into the team. Remarkable employees know when to play and when to be serious; when to be irreverent and when to conform; and when to challenge and when to back off. It’s a tough balance to strike, but a rare few can walk that fine line with ease.

4. They publicly praise... Praise from a boss feels good. Praise from a peer feels awesome, especially when you look up to that person. Remarkable employees recognise the contributions of others, especially in group settings where the impact of their words is even greater.

5. And they privately complain. We all want employees to bring issues forward, but some problems are better handled in private. Great employees often get more latitude to bring up controversial subjects in a group setting, because their performance allows greater freedom. Remarkable employees come to you before or after a meeting to discuss a sensitive issue, knowing that bringing it up in a group setting could set off a storm.
6. They speak when others won’t. Some employees are hesitant to speak up in meetings. Some are even hesitant to speak up privately. Remarkable employees have an innate feel for the issues and concerns of those around them, and step up to ask questions or raise important issues when others hesitate.

7. They like to prove others wrong (especially doubters, pessimists and negative people). Self-motivation often springs from a desire to show doubters that they are wrong. Potentially, the kid without a college degree or the woman who was told she didn’t have leadership often possesses a burning desire to pull other people down to his or her level. Remarkable employees are driven by a deep and personal belief in truth, honesty, positivity and perseverance.

8. They’re always fiddling. Some people are rarely satisfied (in a good way) and are constantly tinkering with something: reworking a timeline, adjusting a process or tweaking a workflow. Great employees follow processes. Remarkable employees find ways to make those processes even better, not only because they are expected to... but because they just can’t stop believing that continuous improvement is always possible.

These eight qualities give us a further insight into what employers might value and what they look for in graduates.

If you can present and emphasise these skills and attitudes in your CV, and you are able to speak about them with confidence in the interview, you are well equipped to “sell” your competences to the employer of your choice.

Most Sought-After Skills, Competences And Traits

Adaptability/Flexibility  Analytical thinking  Attention to detail
Business acumen  Career motivation  Commercial awareness
Communication  Compliance  Customer focus
Consulting  Creativity/Innovation  Delegation
Decisiveness  Dedication/Commitment  Delegation
External awareness  Independence  Influencing
Information seeking  IT appreciation  Instruction (give and receive)
Integrity  Judgement  Leadership
Leveraging diversity  Listening  Negotiation
Numeracy  Organisation  Organisational awareness
Planning  Problem solving  Public speaking
Resilience/Tenacity  Responsibility  Results orientation
Risk-taking  Sense of self  Sensitivity
Teamwork  Trustworthiness/Ethics

Contents  Companies  Contents  33
Right-eyed and bushy tailed, I walked onto campus! Books were piled into my shiny new bag and I was wearing spanking-new jeans, clean All Stars and carrying a pencil bag with every colour highlighter you could imagine. I was ready to take on the world, one faculty at a time. Ambition was my name and a BA in Journalism was my game.

They gave me lists of books, classes, lecturers, maps... and a student card (with a dorky picture of me on it). What they didn’t give me, though, was everything that I learned and earned in my first year:

1. Smile on your student card photo – you don’t want to look like a criminal for the next four years.

2. Buy a pair of tekkies or flip flops for those flights of stairs.

3. You won’t make friends on your first day; you will be too worried about finding your lecture venues.

4. Coffee is a prerequisite and it’s cheap.

5. Buy your textbooks second hand, because it’s more economical than buying new ones.

6. Remember, unless you decide to stand out, you are only a number to the lecturer.

7. Join a society – you’ll meet people, get involved in something you love and learn valuable skills.

8. Your education is yours and yours alone. Don’t expect any hand-outs.

9. Love what you do; if you don’t, no one else will.

10. Most of all, be willing to grow in many other ways over the next few years, other than just your degree. Keep an open mind!

Don’t be afraid to make mistakes, as they don’t define who you are; varsity is so much more than textbooks and marks.

I wish someone had told me in my first year at University!
Your Future ... ... is in Your Hands!

Pharmacen sets the trend for cutting edge Pharmaceutical Research and Innovation

Masters- and Doctoral degree studies in Pharmaceutical Chemistry, Pharmacology and Pharmaceutics as well as a Masters degree in Pharmaceutical Sciences

Research programmes:
* Models of Anxiety and Stress Disorders
* Drug Design and Mechanisms
* Absorption Enhancers and Herb-drug Pharmacokinetic Interactions
* Solid, Oral Dosage Forms
* Molecular Pharmaceutics
* Pharmacogenetics and Pharmacokinetics
* Solid-state Pharmaceutical Innovation and Nanotechnology
* Cosmeceutical Research

Contact us at hester.debeer@nwu.ac.za or visit our website at www.nwu.ac.za/pharmacen
The South African Talent Survey 2016

The Universum South African Talent Survey is an annual survey which examines the career preferences and expectations of students in South Africa. It also seeks information on the students’ experience at their university.

TO HAVE WORK/LIFE BALANCE is the most important career goal that NWU students have identified. They have also identified security and stability in a job as well as dedication to a cause or to a feel that they are serving a greater good as important.

PROFILE OF THE NWU RESPONDENTS

32 % 68 %

AVERAGE EXPECTED ANNUAL SALARY
270 485 ZAR

TOP 3 MOST PREFERRED INDUSTRIES
1. Health Care Services
2. Educational and Scientific Institutions
3. Banking and Financial Services

NWU students identified KPMG, Google, CSIR, PwC and Sasol amongst their Most Attractive Employers of 2016.

When asked how satisfied NWU students are with their university, a higher average rate was shown compared to all SA students who completed the survey...

Average rate: 8,4
NWU Students

Average rate: 7,4
All students

Look out for the next
South African Talent
Survey launching in
August!
As you might remember, we asked for your support with the Universum Survey last year. Well, we are extremely delighted to say that we won two awards - with your help of course!

**Most active Survey Engagement**

1st place 2015

1st place 2016

**Best Rated Career Services in South Africa**

3rd place 2015

2nd place 2016

Thank you to all students and alumni who took a moment to complete the survey and to the students and staff who promoted the survey - we really appreciate it.

*The NWU Career Centre Team*
The purpose of the survey was to determine employment trends of NWU graduates with regards to main activity (continued study or employment), extent to which employment correlates with qualification, primary work sector, monthly remuneration and job search approaches.

The survey responds to the Institutional Plan to develop and implement an Employability Strategy to promote the career prospects of NWU graduates, through the articulation between teaching and learning activities and the Career Centre.

**RESEARCH RESULTS: 2015 Graduate Destination Survey**

Main activity of respondents approximately 6 months after completion of studies

- **45%** of the respondents (employed graduates) gave a rating of 10 out of 10 for relevance
- **60%** of the respondents gave a rating of 7 or more out of 10 (for job preparation)

**OVERVIEW**

- **1,077 responses**
- **560 company contacts**

**RESEARCH RESULTS**

- **85%** obtained their most recent qualification from the NWU by studying on a full-time basis
- **63%** Bachelor’s
- **9%** Diploma
- **28%** post-grad
- **6%** BSc
- **4%** BCom
- **4%** BA
- **9%** REST

**THE TOP INDUSTRIES**

- Education: 69%
- Health & welfare: 10%
- Law: 5%
- Telecommunications, Technology, Internet & Electronics: 10%
- Financial services: 7%
- Government: 5%
- 4% sensitive industries

**CONTACTS**

- **560 company contacts
- **95%** response rate
- **60%** obtained on a permanent basis
- **21%** paid internship positions
- **3%** self-employed
- **45%** of the respondents (employed graduates) gave a rating of 10 out of 10 for relevance
- **60%** of the respondents gave a rating of 7 or more out of 10 (for job preparation)

**THE TOP THREE DEGREES**

- Bachelor’s: 63%
- Post-grad: 28%
- Diploma: 9%

**ADDITIONAL INFORMATION**

- **R14,500** approximate average monthly salary before deduction

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**Companies**

**Contents**

**Contents**
PKF is one of the largest mid-tier accounting firms in the country, making us big enough to provide an excellent career foundation, and small enough for you to make a difference. We believe in developing your true potential and offering unique opportunities needed for your personal growth and development as a trainee accountant.

**What is a PKF training contract?**

A training contract must be served at a registered training firm with SAICA accreditation. Your training contract is the practical component of your studies towards the CA (SA) designation. During the 3 years you spend at PKF, you will be given the opportunity to apply the knowledge you gained during your studies to real world situations.

**Why choose PKF for your training contract?**

PKF International has designed the PKF Global Opportunities (GO) Programme to create opportunities for you to develop your business skills, apply them in different countries, and experience living in another country and culture. The GO Programme offers temporary placements (or secondments) to staff from member firms within the PKF International network for periods between three months and two years.

At PKF, our staff members are regarded as one of the most important components of our business. We aim to employ well-educated, dedicated and competent staff who will also be able to perform well in a team and who will contribute to meet the expectations of our clients. Our staff members receive extensive exposure, practical experience and continuous training during their training contract. The diversity of our client portfolio adds to their broad based experience in all the services that the firms offer. The particular management style adopted in the firms enable staff members to manage audits and get high-level exposure at an early stage of their training.

If you are interested in a training contract, send your CV and latest results to recruitment.cpt@pkf.co.za or visit our website (www.pkf.co.za/careers) for more information.
Recruitment on the internet is growing extremely fast. There are already thousands of recruitment agencies publishing vacancies on their websites. Newspapers, online publications and company websites also carry vacancy advertisements. If you neglect to use this vast range of potential vacancies, you will be missing out on potential opportunities.

Online Application Tips

Online job application advantages
A job-seeker
• can apply quickly and easily for many jobs;
• can store his/her CV online where potential employers might see it;
• has 24-hour access to vacancies;
• can track his/her applications;
• has fast response;
• obtains automatic notification of vacancies according to his/her profile; and
• finds job hunting easier and more effective.

Preparing for online job hunting
Most people prepare their CV by using word processing. Unfortunately, this may cause your CV to be unsuitable for the internet. It may happen that recruiters do not use the same technology and are not able to process it. Companies receiving your CV may also use another method or computer and could therefore have difficulties in reading your CV.

In some cases, you will have to convert your CV to a text version that can be read on any computer. ‘Plain’ text (also called ASCII text) is the safest and most common Internet format. A .txt file will be recognised by any technology – it is also commonly used for email communication.

Plain text gets rid of italics, bullets and all fancy formatting.

The question now is: What can you do to enhance this plain text version?
Open your text (.txt) file in Notepad (Windows) or Simpletext (Macintosh) and consider the following suggestions:
• For bullets, use asterisks, plus signs or dashes.
• For underlining text, use capital letters.
• Use a line of dashes or asterisks to separate sections.
• Redo all spacing, using only the space bar.
• End each line with an ‘enter’.
• Check for special characters, as they may have been translated into symbols.

Recruitment sites
Some recruitment and job websites provide electronic forms that can be used for entering your CV details. The completion of e-forms can be very time-consuming. Consider the following tips:
• Cut and paste information from your text (.txt) file, not the word processor.
• It is not necessary to complete a field unless it is compulsory – just remember that the more information you add, the better your chances of obtaining the position.
• If there is a field for a cover letter or notes, use this to write a short cover letter.
• If you want to keep some information private, compulsory detail can be noted as ‘on request’.
• Remember to update your details frequently.
to keep your CV near the top if a date sort is used in the recruiter’s database.

**E-mailing a CV**
Company websites do not always use online recruitment agencies to advertise their vacancies. Many of these sites request that you send your CV via e-mail.

**Keep the following in mind when you e-mail your CV to a company:**
- Use the content of the e-mail as your cover letter.
- State that you are attaching your CV in MS Word and also as a text file – name the attachments with your own name.
- Ensure that you have included your name and the job that you are applying for.
- The subject of the e-mail should already give an indication of the content, e.g. Application – Librarian, your reference job #76693.

**Job-hunting advice on the internet**
- A job search strategy
- How to write a CV
- How to write a cover letter
- How to prepare for an interview
- Research companies

**Beware! – security and privacy**
You are giving personal details on the internet – never give references on your e-form CV. There can be no guarantee that your information will remain private.

*(Some information was adapted from ‘Job hunt on the net’ by Julie-Ann Amos.)*

“*If you hear a voice within you say ‘you cannot paint,’ then by all means paint, and that voice will be silenced.*”

*Vincent Van Gogh*
Websites for **JOBseekers**

The internet is changing daily, so bear in mind that some sites may be renamed or moved and others may disappear.

**Job sites**
- www.careerjunction.co.za
- www.gradx.net
- www.pnet.co.za
- www.monster.co.uk
- www.jobs.co.za
- www.allsouthafricajobs.com
- www.recruitit.co.za
- www.ictjobs.co.za
- www.trsstaffing.com/south-africa
- www.careers24.com
- www.studentvillage.co.za
- www.jobvine.co.za
- www.topjobs.net
- www.bestjobs.co.za
- www.careerjet.co.za
- www.recruitmentdirect.co.za
- www.sajobs.co.za
- http://jobs.trovit.co.uk

**Your job search strategy**
- www.job-search-steps.com
- http://careerplanning.about.com/od/jobsearch/Resumes_Interviews_Networking_Letters_etc.htm
- www.udel.edu/UMS/itv/csc/jobsearch

**YOUR Curriculum vitae**
- www.e-bestresumes.com
- www.cvtips.com
- www.aroj.com
- www.e-bestresumes.com
- www.freeresumeexamples.net
- www.jobbankusa.com/resumewrite/Resumes
- www.resume1-2-3.com
- www.resumewriters.com/sample-resumes
- www.soon.org.uk/cvpage.htm
- www.monster.co.uk
- www.cvwriting.net
- www.cvtips.com
- www.eresumes.com
- www.gradx.net/article/list
- www.ohio.edu/careers/students/resources.cfm
- www.resume-resource.com
- www.sampleresumetemplates.com

**How to prepare for an interview**
- www.careercc.com
- www.employment-info.co.za
- www.totaljobs.com/Content/Career_advice.html
- www.careeradvisordaily.com
- www.levodaily.com
The job search is just like dating:

Five tips for recent graduates

Most university students think about dating every day, some more often than they think about job search! Many have become experts in the process, because it comes naturally to them, while others are not successful, because no-one has ever told them how to go about it. When it comes to the job search, some new graduates can feel even more inexperienced than in dating.

Listed below are five lessons from dating that can help you to secure your dream job:

1. **Your friends set you up, you search online or you look around for opportunities in your daily routine.** Just like you do when you want to date, employers also look at their social networks long before posting a job advertisement. New graduates should network with their friends, professors, alumni and acquaintances about open positions in their desired field. The best way to do this is by having a complete LinkedIn profile, adding as many contacts as possible and asking people to write you a recommendation on your LinkedIn profile page. Having several recommendations builds credibility and trust, both of which are very attractive to potential employers.

2. **The supermodel icebreaker:** Recent graduates should treat hiring managers and HR recruiters like supermodels or celebrities. The reason is that hiring managers, like supermodels and celebrities, get approached countless times each day and become very selective. One way to be noticed and remembered is to give a gift. In the job search, this equates to a portfolio, consisting of a cover letter, your CV, letters of recommendation and a sample project (where applicable). Such a portfolio does for the recruiter what a bunch of red roses does for your date. When a hiring manager receives a neat, relevant, easy-to-read and complete portfolio, they spend more time looking through it. If all they receive is a CV (or worse, only their own application form), they spend on average only 10 to 15 seconds reviewing it. Let your portfolio be a surprising gift!

3. **Tell amazing stories.** On a first date, you should talk about common interests, experiences, passions and your background. In an interview, you need to tell stories about past educational and professional successes and experiences. The reason is that when employers are convinced that you were “amazing” during a project, an assignment, a group task or an internship, they will predict that you will be “amazing” with them. Your stories should always be relevant and interesting, just like on a date. In essence, you want to demonstrate that you meet the requirements of the job description and that you make a good “(work) partner.” Doing this will make you a strong candidate when decision time comes.

4. **Make a good impression.** Dress up and drop off your portfolio in person. Remember the supermodel comparison? You stand your best
chance if you look your best and hand-deliver your portfolio. If this is not possible, send your dream employer a hard copy of your portfolio. If the application process only allows electronic submission via internet or e-mail, strive for a personal touch to the words you use in the e-mail or in any open field (i.e. “Type comment here”). Applicants who do this and create a positive and lasting first impression are the ones who get noticed, get the interviews and rise to the top of the applicant list. It’s also smart to be nice to every receptionist/agent you encounter, either in person or telephonically. Many times they are the ones who will distribute your portfolio to the hiring manager or HR representative.

**Research your dream date.** Find out as much as you can about your dream employer and know their mission. You will become an appealing and desirable job applicant by doing so. Less than half of all job seekers do this and it’s an easy way to shine. Not knowing anything about your interviewer or his/her company makes you seem average and a “bad date.”

These five tips, namely network, give a gift, tell amazing and relevant stories, make a good impression and research work for getting a job or an internship, whether during your studies or right after graduation.

See, you are much more of a job-hunting expert than you thought! And it is not so difficult. Just remember to treat your dream employer like a special date and you will be a lot closer to securing a lasting relationship in your dream job than you were ever before. In the process, there’s a good chance that you will become more confident and have a pleasant interaction – pleasant for both the recruiter and yourself.

”If you can imagine it, you can achieve it; if you can dream it, you can become it.”

*William Arthur Ward*
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Enquiries:
**PC-LLM@nwu.ac.za or PC-LLD@nwu.ac.za**
Closing date for applications and bursary applications: 30 October.
What Makes You Competent?

Understanding Your Knowledge, Skills and Attitudes

If you want to be successful, you should try to absorb as much knowledge as possible, right? Well, not quite. At least, not only knowledge! I believe success, whether we talk on a professional or personal level, derives from three factors: knowledge, skills and attitudes. Most people, however, pay excessive attention to the knowledge component, while neglecting the development of the other two. Before discussing the argument further, we need to define what we mean by each of these factors.

Knowledge is practical information that is gained through learning, experience or association.

Examples of knowledge:
- Second-degree equations
- Human anatomy
- The rules of monopoly
- How to change a wheel
- The capital of Zimbabwe is Harare

Skills refer to the ability to perform specific tasks and to apply knowledge.

Examples of skills:
- The ability to communicate effectively
- The ability to write clearly
- The ability to play an instrument
- The ability to solve problems
- The ability to dance

Attitude involves how people react to certain situations and how they behave in general.

Examples of attitudes:
- Being proactive
- Being able to get along with other people
- Being optimistic
- Being critical towards other people
- Being arrogant

Now, if you can imagine a pyramid with three horizontal levels, and you picture attitudes at the base of the pyramid, skills in the middle and knowledge right on top, you will notice that attitudes form the important foundation. One should, therefore, focus on developing the right attitudes before attending to the skills and the knowledge.

If you take a look at the five attitudes we have used as examples, it is clear that one would desire to develop and acquire the first three, but not the last two. Distinguishing between a desirable and a problematic attitude is actually an easy task.

Why then do we fail to dedicate enough energy to the development of valuable attitudes? First, because we might think that attitude is affected by genetics, meaning that some people are born optimistic, while others are naturally pessimistic and that there is nothing one can do to change it. This is far from the truth. While most people are naturally inclined to behave in certain ways – we call that personality – we can still change radically or develop specific attitudes at will.
Developing or changing an attitude will sometimes require more deliberate effort than developing a skill or gaining some knowledge, but that is exactly why it is also more valuable. The second reason why people fail to focus on attitudes is because they are not aware of the benefits they would derive from them. Common sense states that the more knowledgeable someone is, the more successful he or she will be. While this affirmation might be true, it is only so if that person also has the right attitudes.

After developing the attitudes – a lifelong process, by the way – one should focus on skills. Basic – general or common – skills, such as the ability to communicate and to solve problems, come before knowledge, because they are sometimes necessary to understand the subject matter and can be applied to many different situations.

Job-specific skills, however, are the practical application of the knowledge that has been learnt, like preparing financial statements or drafting a contract, and are therefore developed simultaneously with the development of the knowledge.

The top part of the pyramid is the knowledge. Now, whilst I argue that prior to getting the knowledge, one should develop attitudes and competencies, I am not saying that knowledge is not important. Far from it, knowledge is essential. But if you consider the information and communication technologies revolution that we live in, you can see that virtually anyone in the world has access to all the information that has ever been produced.

I know that information and knowledge are two different things, but the process of transforming one into the other is not that complex. What I am saying, therefore, is that knowledge alone will not be sufficient. It does not represent a competitive advantage per se.

Consider two different men, John and Mark, working for a financial services company. Both of them are eager to succeed, so they both spend lots of time trying to grow professionally. John uses his time gaining only knowledge and as much of it as possible. He studies balance sheets, financial reports, accounting practices, read financial news, and the like.

Mark, on the other hand, gets the knowledge that is necessary to carry out his job. Other than that, he invests time to develop his creativity and innovative thinking, to improve his insight into people’s behaviour, to develop a more positive outlook on life, to improve his pro-activeness and to become more organised and goal focussed.

Should the financial services sector enter a downturn someday, who do you think will have a harder time to keep his job? I am sure you have guessed it.

In summary: Success at personal or professional level will inevitably derive from three factors: attitudes, skills and knowledge. Most people pay excessive attention to the knowledge component, while neglecting the development of skills and attitudes. Make sure that you are focusing on all three components – it is the best strategy in the long run.

“Choose a job you love, and you will never have to work a day in your life.”

Confucius
Informational interviews

One of the best sources for gathering information about what’s happening in an occupation or industry, is to talk to people working in the field. This process is called informational or research interviewing. An informational interview is an interview that you initiate – you ask the questions. The purpose is to obtain information, not to get a job.

Reasons to conduct informational interviews are:
• to explore careers and clarify your career goal
• to discover employment opportunities that are not advertised
• to expand your professional network
• to build confidence for your job interviews
• to access the most up-to-date career information
• to identify your professional strengths and weaknesses

Steps to follow to conduct an informational interview:
1. Identify the occupation or industry you wish to learn about. Assess your own interests, abilities, values and skills, and evaluate labour conditions and trends to identify the best fields to research.
2. Prepare for the interview. Read all you can about the field prior to the interview. Decide what information you would like to obtain about the occupation/industry. Prepare a list of questions that you would like to have answered.
3. Identify people to interview. Start with a list of people you already know – friends, relatives, fellow students, present or former co-workers, supervisors and neighbours. Professional organisations, the yellow pages, organisational directories and public speakers are also good resources. You may also call an organisation and ask for the name of the person by job title.
4. Arrange the interview. Contact the person to set up an interview:
• by telephone;
• by a letter, followed by a telephone call; or
• by having someone who knows the person make the appointment for you.
5. Conduct the interview. Dress appropriately, arrive on time, and be polite and professional. Refer to your list of prepared questions; stay on track, but allow for spontaneous discussion. Before leaving, ask your contact to suggest names of others who might be helpful to you and ask permission to use your contact’s name when contacting these new contacts.
6. Follow up. Record information gathered immediately following the interview. Be sure to send a thank-you note to your contact within one week of the interview.
Prepare a list of your own questions for your informational interview.

1. On a typical day in this position, what do you do?
2. What training or education is required for this type of work?
3. What personal qualities or abilities are important to be successful in this job?
4. What part of this job do you find most satisfying? And most challenging?
5. How did you get your job?
6. What opportunities for advancement are there in this field?
7. What entry level jobs are best for learning as much as possible?
8. What are the salary ranges for various levels in this field?
9. How do you see jobs in this field changing in the future?
10. Is there a demand for people in this occupation?
11. What special advice would you give a person entering this field?
12. What types of training do companies offer persons entering this field?
13. What are the basic prerequisites for jobs in this field?
14. Which professional journals and organisations would help me learn more about this field?
15. What do you think of the experience I’ve had so far in terms of entering this field?
16. From your perspective, what are the problems you see working in this field?
17. If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
18. With the information you have about my education, skills and experience, what other field or job would you suggest I research further before I make a final decision?
19. What do you think of my CV? Do you see any problem areas? What changes would you suggest?
20. Who do you know that I should talk to next? When can I call him/her? May I use your name?
What is an informational interview anyway?
The whys, hows, and whats on this underutilized, career networking tactic.

By Jada A. Graves, July 26, 2012

There are first interviews, second interviews, phone interviews, lunch interviews, and group interviews; all of which have purposes and best practices. And then there's the bedrock interview of job searching: the informational one. Too bad so few people actually know its purpose or protocol.

"Informational interviews are very underutilized," says Hallie Crawford, a certified career coach and the founder of the career coaching service Create Your Own Career Path. "People don't know about them and they don't use them. Graduates are better about using them because their career centres encourage it. But I would say that only 50 percent of the time do my clients know what I'm talking about when I suggest them."

So how do you seek one out? Whom should you interview and what questions should you ask? What should you wear and how should you follow up? This rundown helps clear up the most-asked questions regarding informational interviews:

Why to Do Them

So first off, what is an information interview?

An informational interview is a one-on-one conversation with someone who has a job you might like, who works within an industry you might want to enter, or who is employed by a specific company that you're interested in learning about. These interviews are excellent options for plotting a career path or focusing your aspirations. "It's a way to learn more about what a day is like in the field," Crawford says. "You can get that inside perspective before you jump in. And for job seekers it's a good way to network into an organization."

"It's also helpful for a third purpose," Crawford continues. "It's a good way to practice your interview skills without conducting a formal job interview."

Because they're preliminary in nature, informational interviews are also useful for someone who knows what type of job they want but is still at the beginning of his or her search. "The key words are advice and information," says Andrea Kay, a career consultant and author of the book Life's a Bitch and Then You Change Careers. "And I think there's a third piece to conducting this meeting. You want to make a great impression that helps position you as someone that an employer would love to have at their company or who they could inevitably refer to other people."
"People like to hire people that they know, that they like, and that they trust," adds Kay. "Let's say you're talking to Joe. Joe is linked into his community, into his business, and his industry. So he may know of jobs. He may not know of any openings when you first meet him, but a couple of weeks away, a month later, a year later, he may know of one."

Regardless of Joe's connections, the one thing this interview isn't supposed to be used for is seeking a specific position. "You're not there to influence them to hire you, but to get advice, and to explore your questions." Kay advises.

How to Do Them

For some people, the hurdle of an informational interview isn't supposed to be used for is seeking a specific position. "You're not there to influence them to hire you, but to get advice, and to explore your questions." Kay advises.

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more-casual workplace. She also advises you bring copies of your CV, a generic cover letter, any work portfolio you have, and some spare business cards.

Be prepared to ask questions about a typical work day, the corporate culture, the management style, and industry trends. And cue up responses on your personal career plans, your experience, and your skills. "Don't expect people to be your human encyclopaedias," Kay says. "Do your own research, and be sure to ask questions that you couldn't have answered on your own. Even better, go into the meeting with questions that only that specific person can answer." Stay away from questions on salaries—you can find that information online for yourself—and instead focus on industry trends.

Above all, keep in mind that your goal is to come away with more information—not a job offer. "Some people don't have a clear goal when they go in," Kay says. "Your goal is to influence [the interviewer] to know you, to like you, and to want to refer you. When people stray from this and have this hope in the back of their mind for a job, they tend to blow it."

What to Do After Them

Take a breath and give yourself a pat on the back if you've made it all the way through successfully setting up and conducting an informational interview. But also know that how you follow up is just as important as how you behaved in the interview itself. And you should always follow up—even if you're disinterested in pursuing the lead any further. "I'd say 99% of the time an interviewer doesn't hear back from someone they gave an informational interview to," Kay guesses. "And you feel used if that happens. You've missed out on the opportunity to develop a relationship with someone."

"If you're not interested in the company or the field, you should still send a quick thank you. An email will suffice," says Crawford. "But if you are interested, then your tone and the frequency of your follow up will change. Send an email first, but I really like handwritten notes, also. Be sure to say that you want to stay in touch, and ask them what's the best way to do that."

The frequency with how often you make contact has to do with where you are in a job hunt. "If you're in the throes of a job search, you might want to touch base once a week. But if you're in career exploration mode, then you could touch base once a month. You want to find a good balance ... there's a fine line between following up and being a stalker."

"If you treat people with care you will develop good, trusting, long-lasting relationships," Kay adds. "And then even if they can't help you, they'll probably refer you to someone."


Jada A. Graves is the Careers product manager at U.S. News. You can follow her on Twitter @jadaagraves, circle her on Google+ or email her at jgraves@usnews.com.
Interview Tips
In A Nutshell

The information that is contained in your CV has created in the employer enough interest in you to want to meet you and find out more about you. An interview gives you the opportunity to showcase your qualifications, abilities and personality to an employer, so it pays to be well prepared.

Be prepared to explain everything that you have written in your CV in such a way that you convince the interviewer that your
• qualifications and knowledge are applicable and relevant to the position that you have applied for;
• experience in formal work, as well as in voluntary activities, has equipped you with the skills that are required in the position that you have applied for; and
• personality traits and personal drive, passion and interest will contribute to success in the position that you have applied for.

Preparation:
• Learn about the organisation.
• Have a specific job or jobs in mind.
• Review your qualifications and experience for the job.
• Be ready to describe your experience briefly, showing how it relates to the job.
• Be ready to answer broad questions, such as “Why should I hire you?”, “Why do you want this job?” and “What are your strengths and weaknesses?”.
• Practice an interview with a friend or relative.

Personal appearance:
• Be well groomed.
• Dress appropriately.
• Do not chew gum.
• Make eye contact.

The interview:
• Be early.
• Learn the name of your interviewer and greet him or her with a firm handshake.
• Use good manners with everyone you meet.
• Relax and answer each question concisely.
• Use proper language – avoid slang.
• Be cooperative and enthusiastic.
• Use body language to show interest – use eye contact and don’t slouch.
• Ask questions about the position and the organisation, but avoid questions whose answers can easily be found on the company’s website.
• Show your knowledge.
• Explain what you are able to do.
• Show what type of person you are, what it is that drives you and what you are passionate about.
• Avoid asking questions about salary and benefits during the interview. Leave those questions for when the job offer is discussed.
• Thank the interviewer when you leave and shake hands with him or her.

Do not:
• spend much time talking about money and fringe benefits;
• act uninterested in the company or job;
• act defensively when questioned about anything;
• speak badly about past colleagues or employers;
• answer with only a ‘yes’ or a ‘no’. Always motivate your answer;
• interrupt the interview, even if you have to use the bathroom; and
• let you cellphone ring or beep during the interview.
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Surveymonkey · August 11, 2016 · 3 minute read

Six Tips For Getting Hired After Varsity

Consider me a cautionary tale. I was one of many misguided university graduates who underestimated how difficult it would be to find a job after graduation. I didn’t expect to collect my degree and walk into a sea of headhunters waiting to hire me, but I had no idea that it would take me a year after graduation to find a job in my field.

I thought I was doing things right. I took my classes really seriously, got good grades and built relationships with my professors. I paid my own way through school, so I had to balance a full-time job with being a full-time student. Unfortunately, my crazy schedule left no time for internships (or sleep).

My younger sister is at university now and I’m determined to make sure that she doesn’t go through the same post-varsity struggles that I did. Varsity students, please heed the following advice (your wallet and your sanity will thank me later):

1. Don’t wait until graduation to start your job search

It sounds obvious, but this is a common mistake. I told myself that I was too busy, which was true. But I should have made the time.

Job-hunting is a long process that takes patience. In fact, when I finally got an interview for my current job, it was after months of checking the company’s website for an appropriate opening. I knew I wanted to work here, so I kept checking until a position opened up that I was qualified for. Start making your post-university career plans as soon as possible.

2. Show off your skills

A CV can only say so much, particularly when you don’t have a lot of experience yet. Consider starting a blog, creating a website or making a video to show off your specific talents. Listing “strong writing skills” on your resume isn’t nearly as effective as showcasing those skills with particular examples of your work.

To really capture a company’s attention, try making your site or blog tailored specifically to your dream job. This will give you an opportunity to show how much you’ve researched the company and the requirements of your desired position.

For example, if you want a technical writing position, put together a sample proposal as if you already had the job. This not only shows what you can do, but also gives the company examples of the ideas that you would bring to the position.

3. Be an active intern

The “go get me some coffee” internship stereotype exists for a reason. Just because you’re assigned menial tasks, doesn’t give you an excuse to be passive. Ask for more difficult tasks. Offer your ideas. Find out about what the company’s hiring process is like. Talk to your superiors and seek out a mentor. Get descriptions of entry-level positions within
the company and work towards gaining the necessary skills to land them.

One of my friends from varsity had a company create a position for her after graduation because they were so impressed with her as an intern. It isn’t enough to land an internship. Make yourself indispensible.

4. Apply high

One of my favourite professors advised me not be afraid to “apply high.” She said this after I complained that every job I wanted required years of experience that I did not yet have. She told me that just because a job had specific requirements, didn’t mean I shouldn’t try for it if I believed I was capable of performing.

I admit, I thought my CV would get thrown away as soon as employers realised that I didn’t meet every requirement. Yet, when I found out about the opening for my current position, I went for it, despite my minimal experience. I wrote a strong cover letter that got my application through the door. I came to the interview confident and well-prepared, and even though I didn’t meet each job requirement on paper, I still got the job.

As a newbie to the workforce, you have to be ready to prove that you can do it — but it’s well worth the fight.

5. Network here, there and everywhere

Though the job market isn’t ideal right now, new graduates have an incredible array of networking tools at their disposal. Use every single one of them. Maximise every possible resource. Streamline all of your social media pages to reflect your job search. Use your Twitter, LinkedIn and Facebook contacts to connect to new people in your field or people that work at companies that you’re interested in.

Don’t make the mistake of thinking that networking ends on the computer. Talk to anyone and everyone you can that might be able to help you. Use your internship, your job, your professors and the friends of your mom. Job-hunting is not the time to be timid.

6. Be a realistic dreamer

People always advise “do what you love” and students often apply this philosophy when deciding what to study. The truth is, certain majors are more likely to lead to a job. I believe that people should chase their dreams, but I’m also a realist. If you major in esoteric knowledge, your job options will be far more limited than those of someone who majors in accounting. You have to figure out a way to make your dream job work in the real world.

I majored in writing, so I’m no stranger to disdainful comments about my job prospects. If I had a rand for every person who made a writing major joke to me, I wouldn’t even need a job; I could retire early and work on my novel.

Though fiction is my one true love, I took every possible writing class while I was in college. By graduation, I had experience in fiction, nonfiction, technical writing, journalism, publication editing and design, writing for advertising, writing for public relations and writing for broadcast. I wanted to be as well-rounded as possible to increase my job options.

Though I now write in a corporate environment, I love my job. I might not be on the shelves of a big publisher (yet), but I am getting paid to write. I am pursuing my dream and paying my bills at the same time. It might have taken a year after graduation to get here, but I’m here now.

The lesson: Don’t wait for the perfect job to land in your lap. Work hard, network and don’t give up on your dreams — just be smart about them.
The World as we know it is changing day by day. One of the not so recent changes is the way we use social media.

Most people check their social media platforms when they get up, in their lunch hour, in between and when they go to bed.

In our free time we upload pictures, tell people where we are by checking in, tweeting our opinions and showing people what we are having for dinner on our Instagram accounts.

It’s as if we have the constant need to stay connected and share the information about ourselves into the virtual world. This is a great way to communicate, share memories and staying connected. But when you upload something, have you ever thought about what the implications it can have on your job or even when you start applying for a job?

Most people forget that they are publishing content into a public domain where most of the time your content is available for the world to see.

We sometimes forget that prospective employers are also on these social media platforms and that they are using these platforms to search for an employee and to eliminate employees before hiring. So basically you should consider what you post. Be careful!

Use the “Mother rule” before posting. This rule basically says that do not post any content that you are not willing to share with your mother. If you have a very open relationship with your mother you should use a different reference. Stay away from racial remarks, drunken pictures, sexual content, hate speech or defamation of something or someone. But do not refrain from using social media at all! Tell the world what you like, give a good opinion about things. Share what you love. Take selfies, tweet thoughts and pin to your pin boards as you please!

An excellent social media tool to use as an online CV platform is LinkedIn. LinkedIn is basically Facebook for professionals. What makes LinkedIn cool is you can add all your professional experience to one place. This allows people from outside to view your profile and connect with you if they want to.

On LinkedIn you can search for jobs and connect with employers who might be hiring. An awesome feature is that people you have worked with or knows that you are an expert in a certain field can endorse you.

Let’s say for instance Sally is an excellent creative writer. Anyone who knows and experienced this can endorse Sally for this skill. This means employers looking for a copy writer or a creative writer can see that Sally has been endorsed for this.

A LinkedIn CV is always available and can be printed out when you need it. This means that you always have a CV online and can update it as you go along. But what can you do to get started? How can you get ahead of others and be seen on LinkedIn.

Here is a simple checklist (LinkedIn, 2015). Just take a few minutes and start.

Soon you will be able to search for jobs and with an impressive profile be selected for a job interview in no time.

**Bibliography**

LinkedIn Profile Checklist

☐ PHOTO: It doesn’t have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don’t forget to smile!

☐ HEADLINE: Tell people what you’re excited about now and the cool things you want to do in the future.

☐ SUMMARY: Describe what motivates you, what you’re skilled at, and what’s next.

☐ EXPERIENCE: List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

☐ ORGANIZATIONS: Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

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- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

**LOCATION:**

Countrywide

**CLOSING DATE:**

30 June 2016

**HOW TO APPLY:**

joinus.barclays.com

**WEBSITE ADDRESS:**

www.joinus.barclays.com

---

ACCA

**DEGREES SOUGHT**

- BCom Accounting, BCom CA, BCom Financial Accounting, BCom Management Accounting

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

**LOCATION:**

Illovo

**CLOSING DATE:**

31 March 2017

**HOW TO APPLY:**

By contacting the ACCA SA office at 011 459 1912

**CONTACT FOR APPLICATION:**

Natalie Jorgensen
natalie.jorgensen@accaglobal.com

**WEBSITE ADDRESS:**

www.accaglobal.com
ADAMS & ADAMS

DEGREES SOUGHT
BCom Law, BA Law, LLB, BAccLLB

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Pretoria

HOW TO APPLY:
www.adamsadams.com

CONTACT FOR APPLICATION:
Enquires can be directed to:
GRADrecruitment@adamsadams.com

WEBSITE ADDRESS:
www.adamsadams.com

AMAZON DEVELOPMENT CENTER SOUTH AFRICA (PTY) LTD

DEGREES SOUGHT
Computer Science, Engineering, IT, Information Systems

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Cape Town

CLOSING DATE:
31 December 2016

HOW TO APPLY:
Send your CV and academic transcript to awsnewgrads@amazon.com

WEBSITE ADDRESS:
http://www.adccpt.com/
AUCAMP SCHOLTZ LUBBE

**DEGREES SOUGHT**
- BCom CA; BCom CA Hons;
- BCom SAIPA; BCom SAIPA Hons

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

**LOCATION:**
Somerset West

**HOW TO APPLY:**
www.asl.co.za/page/careers/ or at hr@asl.co.za

**WEBSITE ADDRESS:**
www.asl.co.za

BAKER TILLY GREENWOODS

**DEGREES SOUGHT**
- BCom Accounting CA stream, BCom Accounting Hons CA stream, BCom SAIPA, BCom Hons SAIPA

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

**LOCATION:**
Cape Town

**HOW TO APPLY:**
Online at www.bakertillygreenwoods.co.za or email CV and academic transcripts to recruitment@bakertillygreenwoods.co.za

**CONTACT FOR APPLICATION:**
joy@bakertillygreenwoods.co.za

**WEBSITE ADDRESS:**
www.bakertillygreenwoods.co.za
MGI BASS GORDON

DEGREES SOUGHT
- BCom CA and BCom Hons CA
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- SAICA TRAINING CONTRACT

LOCATION:
Cape Town

CLOSING DATE:
20 October 2016

HOW TO APPLY:
Send your CV to
recruitment@bassgordon.co.za

CONTACT FOR APPLICATION:
Celest Dames: 021 405 8613

WEBSITE ADDRESS:
www.bassgordon.co.za

BAYPORT

DEGREES SOUGHT
- BCom Forensic Accounting, HR, IT Programming, Finance
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Sandton

HOW TO APPLY:
Register on our careers website
http://bayport.jb.skillsmapafrica.com

CONTACT FOR APPLICATION:
HR Department: 0861 456 456

WEBSITE ADDRESS:
www.bayportsa.com
DEGREES SOUGHT

CTA Graduates

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Parktown

CLOSING DATE:
31 December 2016

HOW TO APPLY:
Send applications to Nketa Ngwetjana at nngwetjana@bdo.co.za

WEBSITE ADDRESS:
www.bdo.co.za

---

DEGREES SOUGHT

BCom CA, BCom Financial Accounting, BCom Management Accounting

- GRADUATE PROGRAM
- FINANCIAL SUPPORT
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Malmesbury, Paarl, Somerset West, Stellenbosch, Wellington, Worcester

HOW TO APPLY:
marketing@bgr.co.za

CONTACT FOR APPLICATION:
Marelise van der Merwe: marketing@bgr.co.za

WEBSITE ADDRESS:
www.bgr.co.za
BR REKENMEESTERS (PTY) LTD

DEGREES SOUGHT
Third and fourth year SAIPA students

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Pretoria

CLOSING DATE:
30 June 2016

HOW TO APPLY:
info@brfin.co.za

CONTACT FOR APPLICATION:
info@brfin.co.za

WEBSITE ADDRESS:
www.brfin.co.za

BOSHOFF VISSER INGELYF

DEGREES SOUGHT
B Accounting, BCom

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Country wide

HOW TO APPLY:
https://www.bvca.co.za/careers.aspx

WEBSITE ADDRESS:
www.boshoffvisser.co.za
CLIFFE DEKKER HOFMEYR INC

DEGREES SOUGHT

LLB

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Sandton, Johannesburg and Cape Town

CLOSING DATE:
1 May 2016 (Articles 2018)

HOW TO APPLY:
www.apply4law.co.za

WEBSITE ADDRESS:
www.apply4law.co.za

COMPETITION COMMISSION OF SOUTH AFRICA

DEGREES SOUGHT

LLB or Honours in Economic

- GRADUATE PROGRAM
- SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Pretoria

HOW TO APPLY:
Company Website

CONTACT FOR APPLICATION:
012 394 3200

WEBSITE ADDRESS:
http://www.compcom.co.za
CROWE HORWATH

**DEGREES SOUGHT**
- BCom Acc and BCom Acc Hons

**CLOSING DATE:**
31 August 2016

**HOW TO APPLY:**
recruitment.jhb@crowehorwath.co.za

**CONTACT FOR APPLICATION:**
Address to HR manager of Crowe Horwath

**WEBSITE ADDRESS:**
www.crowehorwath.co.za

**LOCATION:**
Sandton

CRVW CHARTERED ACCOUNTANTS & AUDITORS

**DEGREES SOUGHT**
- BCom CA Degree

**HOW TO APPLY:**
Tel: 00264-61-382600
Email: adelle.pienaar@crvw.com.na or colyn.hendriks@crvw.com.na

**WEBSITE ADDRESS:**
www.crwanwyk.com

**LOCATION:**
Namibia
DELOITTE & TOUCHE

DEGREES SOUGHT
BCom CA stream 1st to 4th Year students

- GRADUATE PROGRAM
- FINANCIAL CONTRIBUTION
- VACATION JOBS OR INTERNSHIPS

LOCATION:
National and International

HOW TO APPLY:
www.joindeloitte.co.za

WEBSITE ADDRESS:
www.joindeloitte.co.za

DE WET VAN SCHALKWYK INC

DEGREES SOUGHT
Either Degree or Hons.

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Randburg

CLOSING DATE:
20 May 2016

HOW TO APPLY:
Via our website

CONTACT FOR APPLICATION:
Rozanne Erasmus: ddw@ddw.co.za

WEBSITE ADDRESS:
www.ddw.co.za
ERNST & YOUNG

**DEGREES SOUGHT**
SAICA accredited Accounting Degree and Hons in Accounting

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

**LOCATION:**
Johannesburg, Centurion, Durban, Cape Town, Stellenbosch, Bloemfontein, Port Elizabeth

**CLOSING DATE:**
30 September annually

**HOW TO APPLY:**

**WEBSITE ADDRESS:**
www.ey.com/za

FASKEN MARTINEAU

**DEGREES SOUGHT**
LLB

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

**LOCATION:**
Sandton

**HOW TO APPLY:**
http://fasken.erecruit.co.za

**WEBSITE ADDRESS:**
www.fasken.com
FFG

DEGREES SOUGHT
BCom Graduates

GRADUATE PROGRAM
BURSARIES OR SCHOLARSHIPS
VACATION JOBS OR INTERNSHIPS

LOCATION:
Potchefstroom, Pretoria and Paarl

CLOSING DATE:
Internship to start 1 June 2016

HOW TO APPLY:
Tel: 018 293 0656
Email: douw@ffg.co.za

WEBSITE ADDRESS:
www.ffg.co.za

FIRST NATIONAL BANK

DEGREES SOUGHT
Accounting, Finance, Computer Science, IT, Actuarial Science, Engineering

GRADUATE PROGRAM
WINTERSCHOOL
VACATION JOBS OR INTERNSHIPS

LOCATION:
Countrywide

HOW TO APPLY:
Online

CONTACT FOR APPLICATION:
www.fnb.co.za

WEBSITE ADDRESS:
www.fnb.co.za
GRANT THORNTON

DEGREES SOUGHT
BCom Accounting Hons
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Port Elizabeth

HOW TO APPLY:
On our website
WEBSITE ADDRESS:
www.gt.co.za

GUARANTEE TRUST CORPORATE SUPPORT SERVICES (PTY) LTD

DEGREES SOUGHT
BCom General & National Diploma
(Accounting, Financial Accounting, Economics etc)
- GRADUATE PROGRAM
- WORK-READINESS PROGRAM
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Mafikeng

HOW TO APPLY:
Via email: keitumetse@guarantee.co.za
WEBSITE ADDRESS:
www.guarantee.co.za
### GWK

**DEGREES SOUGHT**
- IT – Related, Accounting, Marketing, Agriculture

**GRADUATE PROGRAM**
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

**LOCATION:**
- Douglas

**CLOSING DATE:**
- 31 August 2016

**HOW TO APPLY:**
- Via the website

**CONTACT FOR APPLICATION:**
- ilseh@gwk.co.za, marynav@gwk.co.za

**WEBSITE ADDRESS:**
- www.gwk.co.za

### HATCH

**DEGREES SOUGHT**
- Mechanical, Electrical, Electronics, Chemical, Industrial Engineering, Environmental and Quantity Surveyors Graduates

**GRADUATE PROGRAM**
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

**LOCATION:**
- Greenstone

**CLOSING DATE:**
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**HOW TO APPLY:**
- www.hatch.co.za/careers

**WEBSITE ADDRESS:**
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- LLB

**HOW TO APPLY:**
Via the website:
careers.hoganlovells.com

**WEBSITE ADDRESS:**
www.careers.hoganlovells.com

**LOCATION:**
Sandton

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**DEGREES SOUGHT**
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**CLOSING DATE:**
31 December 2016

**HOW TO APPLY:**
http://www.investec.co.za/grads

**WEBSITE ADDRESS:**
www.investec.co.za

**LOCATION:**
Sandton
Graduate Programmes:
• CA Programme
• IT Grad Programme
• Global Card Payment System Grad Programme
• General Grad programmes/positions

Vacation Programmes:
• CA Programme Pathfinder
• Navigate

Scholarships:
• CA Scholarship
• IT Scholarship

Graduates/Degrees Sought:
CA Programme:
• BCom
• Bachelor of Science
• Bachelor of Accounting Science
• BAcc/BRek

IT Programme:
• BSc Computer Science
• BIT
• BSc IS/IT
• BComm IS/IT
• BSc Information Engineering

General Grad Programmes:
• All Bachelor Degrees

DEGREES SOUGHT
Business and/or Technology related disciplines with majors in Finance, Risk, Quantitative Analysis, Engineering, Computer Science, IT and Information Systems

LOCATION:
Johannesburg

CLOSING DATE:
31 August 2016

HOW TO APPLY:
Via our website

WEBSITE ADDRESS:
www.iqbusiness.net
**K2**

**DEGREES SOUGHT**
- Bachelor's degree in Computer Science

**GRADUATE PROGRAM**
- Bursaries or Scholarships
- Vacation Jobs or Internships

**LOCATION:**
- Roodepoort

**HOW TO APPLY:**
Please apply through our Associate programme [http://associate.k2.com/](http://associate.k2.com/)

**CONTACT FOR APPLICATION:**
Samanthar@k2.com

**WEBSITE ADDRESS:**

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**KPMG**

**DEGREES SOUGHT**
- BCom CA, LLB, BCom Accounting
- Hons in Tax or Internal Audit, BCom Management Accounting, BCom Forensics Accounting, Computer Science / Information Systems, Engineering, Mathematics, Supply Chain Management / Procurement / Logistics, Masters in Organisational / Industrial Psychology

**LOCATION:**
- Secunda, Johannesburg, Pretoria, Cape Town, Stellenbosch, Nelspruit, Polokwane, Durban, Pietermaritzburg, East London, Port Elizabeth

**CLOSING DATE:**
- 30 November 2016

**HOW TO APPLY:**
[www.joinkpmg.co.za](http://www.joinkpmg.co.za)

**WEBSITE ADDRESS:**
[www.joingkpmg.co.za](http://www.joingkpmg.co.za)
**KRUGER & CO**

**DEGREES SOUGHT**
- BCom Hons (SAIPA) BCom Hons CIMA

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

**LOCATION:**
Randburg

**DEGREES SOUGHT**
- BCom Hons (SAIPA) BCom Hons CIMA

**CLOSING DATE:**
31 May 2016

**HOW TO APPLY:**
E-mail CV to Kruger@krugerinc.co.za

**CONTACT FOR APPLICATION:**
nico@krugerinc.co.za

**WEBSITE ADDRESS:**
www.krugerinc.co.za

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**DEGREES SOUGHT**
- Graduates (B.Acc or BCom) eligible for SAICA articles can apply

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- NSOA SUPPORT PROGRAMME FOR CA

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**CLOSING DATE:**
31 December 2016

**HOW TO APPLY:**
Please email your updated CV and academic transcripts to:
recruitment@lph.co.za

**CONTACT FOR APPLICATION:**
recruitment@lph.co.za

**WEBSITE ADDRESS:**
www.lph.co.za
MACROBERT

DEGREES SOUGHT
BCom LLB
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Pretoria

CLOSING DATE:
31 May 2016 for the year 2017

HOW TO APPLY:
Submit CV to
candidateattorney@macrobert.co.za

CONTACT FOR APPLICATION:
candidateattorney@macrobert.co.za

WEBSITE ADDRESS:
www.macrobert.co.za

CLOSING DATE:
31 December 2016

HOW TO APPLY:
Online at www.mazars.com

WEBSITE ADDRESS:
www.mazars.co.za

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DEGREES SOUGHT
BCom SAIPA & SAICA
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Pretoria

CLOSING DATE:
July 2016

HOW TO APPLY:
e-mail CV or Website

CONTACT FOR APPLICATION:
twanie@mvv.co.za

WEBSITE ADDRESS:
www.meintjesvermooten.co.za

MHR

DEGREES SOUGHT
Nursing and Pharmacy
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Pretoria

HOW TO APPLY:
Online at www.mhr.co.za or Telephonically at 012 440 7688

CONTACT FOR APPLICATION:
Tel: 012 440 7688

WEBSITE ADDRESS:
www.mhr.co.za
MONOCLE

DEGREES SOUGHT
BCom Hons and Masters, BsC Hons and Masters, BEng Hons and Masters

GRADUATE PROGRAM
SCHOLARSHIPS
VACATION JOBS OR INTERNSHIPS

LOCATION:
Sandton

CLOSING DATE:
31 August 2016

HOW TO APPLY:
info@monocle.co.za

WEBSITE ADDRESS:
www.monocle.co.za

MOORE STEPHENS

DEGREES SOUGHT
BCom Accounting, BAcc (4 year degree), BCom Hons (Financial Accounting) BCom Financial Management, Accounting 3, Financial Management 3, Tax 3

GRADUATE PROGRAM
BURSARIES OR SCHOLARSHIPS
VACATION JOBS OR INTERNSHIPS

LOCATION:
International

HOW TO APPLY:
Via our website

WEBSITE ADDRESS:
www.moorestephens.co.za
M-TECH INDUSTRIAL (PTY) LTD

**DEGREES SOUGHT**
BEng, MEng Mechanical, Chemical, Electrical

**CLOSING DATE:**
21 October 2016

**HOW TO APPLY:**
Send CV & academic record to lc@mtechindustrial.com

**CONTACT FOR APPLICATION:**
lc@mtechindustrial.com

**WEBSITE ADDRESS:**
www.mtechindustrial.com

**LOCATION:**
Potchefstroom

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MULLER ACCOUNTANTS

**DEGREES SOUGHT**
BCom 3rd years and Hons

**CLOSING DATE:**
31 August 2016

**HOW TO APPLY:**
Send CV’s to cv@mulleraccountants.co.za

**CONTACT FOR APPLICATION:**
cv@mulleraccountants.co.za

**WEBSITE ADDRESS:**
www.mulleraccountants.co.za

**LOCATION:**
Pretoria
NEDBANK

DEGREES SOUGHT
See website
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Countrywide

CLOSING DATE:
29 August 2016

HOW TO APPLY:
Online application
www.nedbank.co.za/careers

WEBSITE ADDRESS:
www.nedbank.co.za

NEXIA SAB&T CHARTERED ACCOUNTANTS

DEGREES SOUGHT
Undergraduates and Post Graduates
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Countrywide

HOW TO APPLY:
Via website: www.nexia-sabt.co.za or email: selina.n@nexia-sabt.co.za

WEBSITE ADDRESS:
www.nexia-sabt.co.za
NGUBANE & CO

DEGREES SOUGHT
- CTA students

GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- SAICA ARTICLES

LOCATION:
Midrand, Limpopo and North West

CLOSING DATE:
30 November 2016

HOW TO APPLY:
hr@ngubane.co.za

WEBSITE ADDRESS:
www.ngubane.co.za

NORTON ROSE FULBRIGHT

DEGREES SOUGHT
- BA law, BCom Law, LLB degree and all other law degrees

GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Sandton, Cape Town, Durban

HOW TO APPLY:
Online our website www.nortonrosefulbright.com/za/apply

WEBSITE ADDRESS:
www.nortonrosefulbright.com/za/apply
OBARO

DEGREES SOUGHT
All BCom final year students

GRADUATE PROGRAM
BURSARIES OR SCHOLARSHIPS
LEARNERSHIPS

LOCATION:
Gauteng, Limpopo, Northern Cape, North West and Mpumalanga

CLOSING DATE:
30 September 2016

HOW TO APPLY:
careers@obaro.co.za or www.obaro.co.za

WEBSITE ADDRESS:
www.obaro.co.za

OLTHAVER & LIST

DEGREES SOUGHT
Indicated on the website

GRADUATE PROGRAM
BURSARIES OR SCHOLARSHIPS
VACATION JOBS OR INTERNSHIPS

LOCATION:
Namibia

HOW TO APPLY:
Online:
www.ohlthaverlist-recruitment.co.na

CONTACT FOR APPLICATION:
Paulina Shihepo: +26461-2075221

WEBSITE ADDRESS:
www.ohlthaverlist.com
**OVC**

**DEGREES SOUGHT**

- All Degrees
  - GRADUATE PROGRAM
  - BURSARIES OR SCHOLARSHIPS
  - VACATION JOBS OR INTERNSHIPS

**LOCATION:**
Countrywide

**HOW TO APPLY:**
Contact us on northwest@ovc.co.za

**CONTACT FOR APPLICATION:**
northwest@ovc.co.za or 083 277 2921

**WEBSITE ADDRESS:**
www.northwest.ovc.co.za

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**OOS VRYSTAAT KAAP BEDRYF BEPERK**

**DEGREES SOUGHT**

- All degrees
  - GRADUATE PROGRAM
  - BURSARIES OR SCHOLARSHIPS
  - VACATION JOBS OR INTERNSHIPS

**LOCATION:**
Freestate, Northern Cape and Eastern Cape

**HOW TO APPLY:**
Email CV and applications to OVK: using one of the following emails:
robertm@ovk.co.za
reneg@ovk.co.za
madrec@ovk.co.za

**WEBSITE ADDRESS:**
www.ovk.co.za
PKF RADEMEYER WESSION

DEGREES SOUGHT:
- BCom CA
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
- Cape Town, Durban, Welkom, Port Elizabeth, Knysna and Johannesburg

HOW TO APPLY:
Send an email to recruitment.cpt@pkf.co.za with your CV and academic transcripts.

WEBSITE ADDRESS:
http://www.pkf.co.za/

PKF WEST RAND INCORPORATED

DEGREES SOUGHT:
- CTA
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
- West Rand

CLOSING DATE:
- 31 October 2016

HOW TO APPLY:
Email your CV to info@westrand.com

WEBSITE ADDRESS:
- www.pkf.com
PLATINUM LIFE

DEGREES SOUGHT
All Degrees
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Johannesburg and Potchefstroom

HOW TO APPLY:
Send CV to potchrecruitment@platinumlife.co.za

WEBSITE ADDRESS:
www.platinumlife.co.za

PWC

DEGREES SOUGHT
See website
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Countrywide

HOW TO APPLY:
www.pwc.co.za/students

CONTACT FOR APPLICATION:
Paula Vorster:
paula.x.vorster@za.pwc.com

WEBSITE ADDRESS:
www.pwc.co.za
The opportunity of a lifetime

Your career is just that. Yours. You choose it. You live it. You make it happen.

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Opportunities are at the heart of PwC careers. Opportunities to grow as an individual, to work flexibly, to build lasting relationships and make an impact in a place where people, quality and value mean everything. The skills, insights and connections you develop at PwC are career defining.

Assurance – Our Assurance line of service conducts audits on the financial performance and operations of our clients to help them with their financial reporting and to adapt to regulatory requirements.

Advisory – Advisory provides advice and assistance to our clients in fields such as corporate finance, human resources, technology, IT security, privacy, data analysis, governance, internal audit and forensic investigation.

Tax – A career in Tax offers challenging opportunities in several fields of specialisation including corporate and international tax, indirect taxes and employment tax.

For more information on bursaries, training contracts and vacation employment, visit www.pwc.co.za/careers.

Facebook: www.facebook.com/pwcsouthafrica
Twitter: www.twitter.com/pwc_za

#mypwc

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Career Opportunities at BDO

Audit • Advisory • Tax

BECAUSE, RELATIONSHIPS MATTER.

There are many world-class accounting firms. Far fewer that offer a culture so rich in professional opportunity, personal fulfillment, and long-term growth. At BDO, we understand that exceptional service to our clients begins – and ends – with exceptional regard for our people. Because at its core, our business is not about numbers or spreadsheets, rands or cents, but about people working with, for, and in service of others. In short, because relationships matter.

For more information, please contact your local BDO office or visit our website.

www.bdo.co.za/careers

Durban | Cape Town | Johannesburg | Pretoria | Tyger Valley
QUINTILES

- **DEGREES SOUGHT**
  - B.Sc, B.Pharm, IT, Statistical Science, Post Grads with Project Management

- **GRADUATE PROGRAM**
- **CLINICAL RESEARCH ASSOCIATE DEVELOPMENT PROGRAM**
- **VACATION JOBS OR INTERNSHIPS**

- **LOCATION:**
  - Centurion, Cape Town and Bloemfontein

- **HOW TO APPLY:**
  - www.quintiles.com

- **WEBSITE ADDRESS:**
  - www.quintiles.com

- **CLOSING DATE:**
  - 31 August 2016

RAIN CHARTERED ACCOUNTANTS INC.

- **DEGREES SOUGHT**
  - BCom / BCom Hons

- **GRADUATE PROGRAM**
- **BURSARIES OR SCHOLARSHIPS**
- **VACATION JOBS OR INTERNSHIPS**

- **LOCATION:**
  - Illovo

- **CLOSING DATE:**
  - 31 August 2016

- **HOW TO APPLY:**
  - www.rain-ca.co.za or nathaliea@rain-ca.co.za

- **WEBSITE ADDRESS:**
  - www.rain-ca.co.za
RCL FOODS

DEGREES SOUGHT
Engineering, Marketing, Supply Chain, Finance, Sales, IT, Agriculture, Procurement, Logistics, Human Resources, Food Technology

GRADUATE PROGRAM
BURSARIES OR SCHOLARSHIPS
VACATION JOBS OR INTERNSHIPS

LOCATION:
Durban

CLOSING DATE:
31 August 2016

HOW TO APPLY:
Online: www.rclfoods.com/careers

CONTACT FOR APPLICATION:
www.rclfoods.com/careers

WEBSITE ADDRESS:
www.rclfoods.com

RSM ZA

DEGREES SOUGHT
BCom Hons (CA), CTA

GRADUATE PROGRAM
BURSARIES OR SCHOLARSHIPS
VACATION JOBS OR INTERNSHIPS

LOCATION:
Tswane

HOW TO APPLY:
www.rsmza.co.za

CONTACT FOR APPLICATION:
tshwane@rsmza.co.za

WEBSITE ADDRESS:
www.rsmza.co.za
SOUTH AFRICAN BREWERIES LTD

DEGREES SOUGHT
See Website

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- LEARNERSHIPS

LOCATION:
Sandton

CLOSING DATE:
27 August 2016

HOW TO APPLY:
www.sab.gradx.net

WEBSITE ADDRESS:
http://www.sab.co.za/sablimited/content/en/sab-home

SABC LTD

DEGREES SOUGHT
All Degrees

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Auckland Park

HOW TO APPLY:
Via our website

CONTACT FOR APPLICATION:
011 714 2221

WEBSITE ADDRESS:
www.sabc.co.za
### SECUNDES

**DEGREES SOUGHT**
- BCom Financial Accountancy

**HOW TO APPLY:**
By emailing their CV to Amanda@secundes.co.za

**CONTACT FOR APPLICATION:**
Amanda@secundes.co.za

**WEBSITE ADDRESS:**
www.secundes.co.za

**LOCATION:**
Pretoria

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### SENWES

**DEGREES SOUGHT**
- B degrees

**CLOSING DATE:**
31 August 2016

**HOW TO APPLY:**
On our Website

**CONTACT FOR APPLICATION:**
Hester Barnard: 018 464 7800

**WEBSITE ADDRESS:**
www.senwes.co.za

**LOCATION:**
Klerksdorp
STANDARD BANK

DEGREES SOUGHT
- See website
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Countrywide

HOW TO APPLY:
Online

CONTACT FOR APPLICATION:
www.standardbank/graduates.com

WEBSITE ADDRESS:
www.standardbank/graduates.com

STEINMULLER BILFINGER

DEGREES SOUGHT
- BEng & B.Sc Mechanical Engineering
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Countrywide

HOW TO APPLY:
Wallet cards will be provided at the Career Fair

CONTACT FOR APPLICATION:
graduate@steinmuller.bilfinger.com

WEBSITE ADDRESS:
www.steinmuller.bilfinger.com
STRACHAN & CROUSE CHARTERED ACCOUNTANTS & REGISTERED AUDITORS

DEGREES SOUGHT

- BCom Accounting Sciences, BCom Honours Accounting Sciences, CTA

GRADUATE PROGRAM
BURSARIES OR SCHOLARSHIPS
SAICA TRAINING CONTRACT

LOCATION:
Hatfield

CLOSING DATE:
30 November 2016

HOW TO APPLY:
Email your CV to gertm@strachancrouse.co.za

CONTACT FOR APPLICATION:
Gert Meiring – 012 430 3420

WEBSITE ADDRESS:
www.strachancrouse.co.za

TEACH SOUTH AFRICA

DEGREES SOUGHT

- Bachelor's degree with maths, science, english or IT as subject

GRADUATE PROGRAM
BURSARIES OR SCHOLARSHIPS
TEACHING JOBS

LOCATION:
Gauteng

CLOSING DATE:
10 September 2016

HOW TO APPLY:
Apply online at www.teachsouthafrica.org

WEBSITE ADDRESS:
www.teachsouthafrica.org
THE CORE GROUP

DEGREES SOUGHT

BCom CA and BCom Financial Accountancy
- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Bloemfontein

CLOSING DATE:
31 July 2016

HOW TO APPLY:
Forward CV and most recent statement of results per email.

CONTACT FOR APPLICATION:
wernerl@thecoregroup.co.za

WEBSITE ADDRESS:
www.thecoregroup.co.za

THE SMALL ENTERPRISE FOUNDATION

DEGREES SOUGHT

Social Sciences, Business Administration, Economics, Finance, Statistics or International Development would constitute an advantage.

LOCATION:
Limpopo

CLOSING DATE:
31 August 2016

HOW TO APPLY:
To apply email your CV, Cover Letter and Academic Transcript to HRmanager@sef.co.za

CONTACT FOR APPLICATION:
HRmanager@sef.co.za

WEBSITE ADDRESS:
www.sef.co.za
THE PHATSHOANE HENNEY GROUP OF ASSOCIATED LAW FIRMS

DEGREES SOUGHT
LLB graduates only

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Countrywide

HOW TO APPLY:
www.phfirms.co.za/graduates/Home.aspx

CONTACT FOR APPLICATION:
Tess Pretorius: 051 400 4160 (4193) or tess@phinc.co.za

WEBSITE ADDRESS:
www.phfirms.co.za/graduates/Home.aspx

TRUE NORTH PARTNERS (PTY) LTD

DEGREES SOUGHT
Final year students: Actuarial science, Risk, Finance, Engineers, Commerce, Economics and Statistics

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Johannesburg

CLOSING DATE:
2 May for the Internships
1 September for permanent positions

HOW TO APPLY:
Email their CV, cover letter and grades to recruiting@tnp.eu

WEBSITE ADDRESS:
www.tnp.eu
TRUWORTHS

DEGREES SOUGHT
See website

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Cape Town

HOW TO APPLY:
Online

WEBSITE ADDRESS:
www.truworths.co.za

TUBECON

DEGREES SOUGHT
Mechanical Engineers, BCom
Marketing and/or Business Management

- GRADUATE PROGRAM
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS

LOCATION:
Pretoria

HOW TO APPLY:
Mail CV and Cover Letter to career@tubecon.co.za

CONTACT FOR APPLICATION:
career@tubecon.co.za

WEBSITE ADDRESS:
www.tubecon.co.za
**DEGREES SOUGHT**

- All Law Degrees

**LOCATION:**

- Pretoria

**CLOSING DATE:**

31 May 2016

**HOW TO APPLY:**

sorithak@vdt.co.za

**WEBSITE ADDRESS:**

www.vdt.co.za

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**DEGREES SOUGHT**

- LLB, BA Law and BCom Law

**LOCATION:**

- Sandton, Johannesburg and Cape Town

**CLOSING DATE:**

30 April each year

**HOW TO APPLY:**

When making an application, we ask that each applicant sends the following documents: an updated CV, complete academic record, matric certificate and copy of their identity document to articles@webberwentzel.com

**WEBSITE ADDRESS:**

www.webberwentzel.com
YOUR ROADMAP TO BECOMING A CA(SA)

ACADEMIC REQUIREMENTS
(MINIUM 4 YEARS)

UNDER GRADUATE

FULL TIME/RESIDENTIAL
• Face to face (lectures, tutorials, etc.)
• Various universities *
• Usually 3 years, but 4 year extended programmes offered at some universities

DISTANCE LEARNING
• Limited face to face contact, alternative delivery channels (MyUnisa)
• Unisa *
• Bare to complete in 3 years, varies depending on number of subjects taken and passed each year

POST GRADUATE
“CTA”

• Face to face (lectures, tutorials, etc.)
• Various universities *
• Usually over 1 year

• Various universities *
• Usually over 1 year

• Limited face to face contact, alternative delivery channels (MyUnisa)

• Limited face to face contact, alternative delivery channels

• University of Cape Town and Accounting Professional Training
• Usually over 7 months (April – October), done during training contract period (after hours)

• Various universities *
• Over 1 or 2 years (check Unisa website for entrance criteria)

• Limited face to face contact,
• Limited face to face contact, alternative delivery channels (MyUnisa)
• Over 1 or 2 years (check Unisa website for entrance criteria)

ENTRY REQUIREMENTS:
SAICA accredited postgraduate programme (CTA)

WRITTEN:
January and June each year

FORMAT:
4 papers
100 marks each, 3 hours, including a ½ hour reading time per paper

FOR YOUR ROADMAP TO BECOMING A CA(SA)

ASSESSMENT OF PROFESSIONAL COMPETENCE (APC)

ENTRY REQUIREMENTS:
Passed ITC; completed the professional programme; & completed a minimum of 20 months of the training contract

WRITTEN:
November each year

FORMAT:
Competence based multi-disciplinary case study with certain information pre-released, written over 8 hours. Writing using a computer to be introduced in 2016.

GO = CA(SA)
Must register with SAICA once all above eligibility requirements have been met in order to use the CA (SA) designation.

PROFESSIONAL PROGRAMME (MINIMUM 3 YEARS)

TRAINING CONTRACT

ENTRY REQUIREMENTS:
• Matric
• Non-accredited degree (training contract will be 4 years)
• Accredited degree or CTA (training contract will be 3 years)

WRITTEN:
November each year

FORMAT:
Competence based multi-disciplinary case study with certain information pre-released, written over 8 hours. Writing using a computer to be introduced in 2016.

TRAINING ENVIRONMENT
CHOOSE BETWEEN:
• Public practice (audit firms)
• Public sector (e.g. AGSA, SARS, Eskom)
• Commerce & Industry (e.g. Absa Bank, Shoprite)

ENTRY REQUIREMENTS:
Passed ITC; completed the professional programme; & completed a minimum of 20 months of the training contract

WRITTEN:
November each year

FORMAT:
Competence based multi-disciplinary case study with certain information pre-released, written over 8 hours. Writing using a computer to be introduced in 2016.

CONVERSION
If you have a non-accounting related degree (e.g. music, engineering)

BRIDGING
If you have completed an accounting related degree that’s not SAICA-accredited

+ Make sure the degree you are registered for is a SAICA accredited programme

{}
DO NOT FOLLOW WHERE THE PATH MAY LEAD,

WHERE THERE IS NO PATH AND LEAVE A

TRAIL

Ralph Waldo Emerson
Contact AGSA Graduate recruitment

There are so many keys at your disposal; these are some of the doors that you can open for your future.

Find us on Facebook (www.facebook.com/AGSA Trainee Auditor Programme) and Twitter (@agsatrainees) as well as on our website (www.agsa.co.za), where you will find a wealth of information. Or should you have minutes to spare, you can give us a call at 012 426 8000 and ask to speak to the graduate training team.

We look forward to answering the door for you, whichever way you choose to enter.

PS: Applications close on 30 November so apply online today!
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Norton Rose Fulbright invites students to apply to our 2018 candidate attorney program

Applications are invited from all law students expecting to commence articles in 2018.

Offers will be made progressively as and when suitable candidates are identified.

Applications must be submitted online at nortonrosefulbright.com/za/apply

Law around the world
nortonrosefulbright.com