
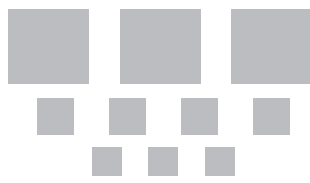


# CAREER GUIDE

The background features a stylized globe in the center, composed of a network of blue dots and lines. To the right, there are various geometric shapes like hexagons and squares, some containing smaller icons. The overall color palette is dominated by shades of purple, blue, and teal, with a white rectangular area behind the globe.

2020/2021



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[www.fisa.net.za](http://www.fisa.net.za)

## Prof Robert Balfour

### Welcome note



Welcome to the 2020 Career Guide! Career guidance really stems from school where you first made the decision on different subject choices to study. The world of work is changing rapidly and to be responsive, the NWU aims to connect you with opportunities as well as possibilities regarding employment. We hope that you will find the guide useful in preparation for readiness to make future career choices - thinking about the career that is right and best for you. Whether you are starting with your university course or already a graduate, consideration of life after graduation is important. There are many exciting opportunities, with careers changing and developing continually as our world confronts new challenges and knowledge continues to develop at an increasing pace.

It is important for NWU to engage with students and graduates on employability and being prepared for workplace demands. Whatever career you choose at this point in your life, remember that it's an ongoing developmental process, building on existing knowledge and acquiring of new skills to meet changing workplace dynamics, is essential. Each student and graduate has distinctive qualities, values and abilities, which in the end contribute to a more diverse, inclusive working environment, to the benefit of both the institution and community at large.

During your lifetime, you will probably work for different employers or be the employer; you may also follow a number of different careers and could work in various parts of the world. Take in what interest and

motivates you, know your potential and passion, as you are setting the path that will ultimately guide your future career.

This Career Guide aims to create opportunity awareness and introduces you to a variety of employers in your field of study; who are looking for open-minded, well-qualified people like you, aiming to help you find out more about them in discovering the level of training required for your field of work. They are interested in your knowledge and skills, but also in the unique contribution that you can make helping companies to be great places to work at.

I hope the Career Guide will help you start exploring possible careers and choosing one that is best for you to help you achieve your full potential. Throughout COVID19 dedicated career centre staff are there to assist you and they have embraced a new way of connecting with you. Offering a wider range of employability services and resources to facilitate transition of NWU students to finding career and or job related opportunities. As with all things new, the career centre office has had concerns pertaining to walk-in services and students gathering for the centres events. The office has found a new way of connecting with you on Efundu site, Career Centre Webpage; Simplicity Career Centre Service Management portal, and a new online event platform that will host NWU virtual fair on the 05th of August 2020.

**Prof Robert. J Balfour**

Deputy Vice-Chancellor: Teaching-Learning

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# Introduction to the Career Guide

2020/2021

## Manager's Introduction

This year, the NWU Career Centre is proud to be publishing the 12th edition of the Career Guide. This guide will assist you in finding your next career destination, and also empower you with information that will assist you in shaping your professional career.

The content of the publication has many interesting articles and professional resources that will help you to reflect on and enhance your career path. Similarly, the publication has contact details of companies that are always looking for new and suitable talent that will assist them in achieving their organisational objectives.

It is always our hope that you will use this publication as an opportunity to learn from others and better yourself as a student or professional. Additionally, we hope that it will assist you to better prepare yourself in taking the next journey of your career. We encourage you to use the publication meaningfully and be ready to add value to your

future beyond your academic life! May this be a valuable publication that takes you further to your next and fulfilling journey of your professional career – and may the information assist you to advance your professional career path and shape your immediate society and the society at large.

Equally, to our industry partners, we hope that this guide will assist you in widening your pool of prospective talent. This is also an opportunity to find out more about other industry partners in order to widen your industry network.

As an important note: Please visit page 78 for more information regarding one of the first virtual fairs that the NWU will be hosting in the year 2020. We are excited to be hosting this online fair, as it supports the Covid19 social distancing that we all need to observe. Please be part of us on 5 August 2020; the overview guidelines are included in the article on page 78. Equally, I wish to clear the confusion

that may take place in some of the adverts that still refer to the word “stands” that was always used at the traditional fair events. This year, the career fair’s stands will be referred to as “booths”. You will notice that the AMAZON Advert on AWS Student Programs says, “Come and see us at our stand”. This year, the stand is a booth representing a company on a digital virtual fair platform.

On behalf of the NWU, we thank and recognise everyone who made it possible to publish the 2020/21 NWU Career Guide.

Rea Leboga

We thank you

Baie Dankie

**Thoriso Maseng**

Manager: NWU Career Centre

## Campus Liaison Officers

### **Mphinyana Nemasitoni**

Campus Liaison Officer  
**Mafikeng Campus**  
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mphinyana.nemasitoni@nwu.ac.za

### **Suzanne Coetzer**

Campus Liaison Officer  
**Potchefstroom Campus**  
Building F25  
018 299 4409  
suzanne.coetzer@nwu.ac.za

### **Tshepiso Mothupi**

Campus Liaison Officer  
**Vaal Triangle Campus**  
Building 13, SL333  
016 910 3345  
tshepiso.mothupi@nwu.ac.za

### **Lehlohonolo Putsoane**

#### **Employer Engagement Consultant**

Building F25  
018 285 2498  
hloni.putsoane@nwu.ac.za

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### **Office hours**

**Monday – Friday: 8:00 – 16:30**

(The office will be closed between 13:00 – 14:00).

#### **For more information visit our website:**

<http://services.nwu.ac.za/career-centre>

## The team

### **Thoriso Maseng Manager: Career Centre**

Building F25  
018 299 2058  
thoriso.maseng@nwu.ac.za

### **Dr Peet Roos Career Consultant**

Building F25  
018 299 2097  
peet.roos@nwu.ac.za

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Building F25  
018 299 2020  
hope.abrahams@nwu.ac.za

### **Avis Erens Administrative Assistant**

Building F25  
018 299 2059  
22647686@nwu.ac.za

“Graduation is only a concept. In real life every day you graduate. Graduation is a process that goes on until the last day of your life. If you can grasp that, you’ll make a difference.”

*Arie Pencovic*

## Academic Development Centre

### Mafikeng Campus

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.

### 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:

Mittah.Magodiello@nwu.ac.za /

16461088@nwu.ac.za

- 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.**

## Student Counselling & Development

### Vaal Triangle Campus

### What is Peer Helping?

The CH@S peer helpers is a campus society 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.

### CH@s

Connecting Helpers and The Students

**YOU, ME...ENDLESS POSSIBILITIES!**

#### NWU Vaal Student Counselling and Development

<https://www.facebook.com/NWU-Vaal-Student-Counselling-and-Development-680243645399073/>

#### Ch@s NWU VAAL

<https://www.facebook.com/Chs-NWU-VAAL-264489956911361/>

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

#### Permanent Staff

Manager: Mr George Temane

Senior Psychologist: Dr Sydney Vos

Social Worker: Ms Maggie Matsaneng

Secretary: Babita Govender

**Building 13, SL 331**

**016 910 3195**

## 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
- Poverty alleviation programs
- Psychometric assessments for both prospective and current students
- Career guidance and counselling
- Enhancing the "Student Life 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 Counselling offer?

- Course related information
- Career guidance
- Preparation for interviews
- Closing the employer and graduate gap
- Enhancing the "Final Year Experience"
- Psychometric assessments
- Course change counselling

## What can the Social Worker help you with?

- Social Work Services
- Meal-a-Day and
- Family support

## 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.

## Do you feel your life is not worthwhile?

**Thuso's Crisis Help Line:**

**082-815-9781**

## What is the Disability Office?

The Disability Office in Student Counselling and Development plays an advocacy and support role. All students with physical and psycho-logical 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



# Student Counselling & 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 writing 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-range of psychological services to help students in growing and developing optimally in academic, emotional and social areas. These services are provided free of cost to students, and include a 24-hour crisis intervention service offered by the "Thuso1777" centre.

### Services are offered in two (2) buildings:

#### Student Counselling and Development - Building F18

SCD focuses on Academic/Course/Degree support and offer the following services:

##### 1. Career and course counselling

Help students to make responsible career and course choices, with the aid of psychometric tests. 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. Psychometric Evaluations - Subject Choices, Career Choices, Career Changes & Selection Tests

Comprehensive psychometric testing and career-path guidance services are freely available to students and members of the public (fee is charged). Some of the services available require prior booking (psychometric assess-

ments) and predetermined testing dates (selection tests). If you are unsure if you are in the right course of wants to make sure you are, visit building F18 to book an appointment.

- Assessment for course and career guidance and changes (for NWU students) (no costs incurred)
- Grades 10-12: career counselling and guidance
- Grades 7-9: subject choices

### 3. Disability Rights Unit

The Disability Rights Unit (DRU) aims to help students registered with them to gain equal access to educational opportunities at the NWU so they can participate freely and actively in all facets of university life: "If we are unable to help you, we will find someone who can!". 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. Aims to support students with the following disabilities:

- Visual impairments
- Physical impairments
- Hearing impairments
- Learning impairments
- Psychological impairments
- Speech impairments

- Chronic illnesses and painful conditions
- Seizure disorders

**Contact DRU for more information: 018 299 4431**

#### 1.4 Psychotherapeutic and Counselling Services

Therapeutic and counselling services are offered by registered psychologists and counsellors to promote the psychological well-being of the students in order to assist them with the successful completion of their studies, and for them to experience an optimal student life.

#### 1.5 Concessions and extended writing time

Visit our website for more information or call 018 299 2893.

### Thuso1777 - Building F18

Thuso1777 focuses on Emotional/Psychological support and offer the following services:

#### 2.1 Leadership, Life skills and Personal Development & Workshops

During lockdown Thuso 1777 is available to assist students from Monday to Friday. Students who



needs help regarding leadership development, mentorship and coaching, life skill development or personal development, they should feel free to contact us through emails, calls or eFundi. Thuso 1777 also has various preventative and development workshops that are presented for developing students into mature and responsible members of society.

## 2.2 Office of the Social Worker

Delivers the following services:

- Counseling and support to students in terms of psycho-social-economic problems.
- Crisis intervention and trauma debriefing.
- Liaison with resources in the community.
- Planning and implementing developmental-orientated programmes.

## 2.3 HIV Testing and Counselling Services (HTS)

### HIV-related awareness programmes:

- First things first and TB awareness campaign
- STI and Condom week
- World TB day
- World vaccine day

- World AIDS day

### Counselling and support & Peer Helper programme:

- Students Advocating Leadership & Transformation (SALT)

### 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

### Education and training:

- New Employee Orientation; Substance abuse; Women empowerment; Men empowerment; PEP; PreP

### LGBTIQ+

### Health and wellness for students Community engagement

## 2.4 Psychotherapeutic and Counselling Services

Therapeutic and counselling services are offered by registered psychologists to promote the psychological well-being of the students in order to assist them with the successful completion

of their studies, and for them to experience an optimal student life. Services include: Individual and group psychotherapy and counselling and group debriefing.

## 2.5 Walk-in Services

Due to the lockdown, we cannot offer walk-in services. However, all is not lost; students can still get in touch with us from Monday to Thursday through eFundi. They can also call us at 018 299 1777 or send us emails to book an appointment. The available psychologist will then call back to arrange a session.

## 2.6 Crisis Intervention

Thuso1777 has a 24hr crisis line for emotional support: 018 299 1777

## 2.7 Residence Peer-helpers

Peer-helpers 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 residences. The peer helpers are not

counsellors or psychologists, rather facilitators of emotional wellbeing. They are under strict supervision of a registered psychologist who also coordinate the system. Ask your HC about the peer-helpers.

## Office hours & Enquiries:

**Thuso1777:** Monday to Friday  
8h00 – 16h30 (018 299 1777)  
(Building E14)

**SCD:** Monday: 8h30 – 16h30;  
Tuesday to Friday: 8h00 – 16h30  
(018 299 2893) (Building F18)

**Join our Facebook Page:** NWU  
Student Counselling and  
Development

**Visit our website:** <http://services.nwu.ac.za/student-counselling-and-development/psychological-services>

**Do you feel your life  
is not worthwhile?**

**Thuso1777  
Crisis Help Line:  
018 299 1777**

# NWU Alumni

## Gallery

### DANEL BOTHA

Senior and FET Accounting and Business Studies Teacher

#### Where do you work?

I work at Hoërskool Diamantveld, Kimberley.

#### What campus did you study on and when did you graduate?

I studied on the Potchefstroom Campus and graduated in 2019.

#### What qualifications do you have?

I have a BEd Senior degree and an FET qualification.

#### What would you say is the most important thing to do when going for an interview?

Make sure that you are always on time. Being late leaves a very bad impression. Dress appropriately and always behave in a professional manner. Be friendly and answer questions with confidence, even if you don't know the answer.



#### After completing your studies, how many interviews were you invited to before getting a job offer?

I went to two interviews.

#### What was your first interview like?

It was very scary, because I didn't know what to expect, but once I relaxed, it was very nice. The people were very friendly and it turned out to be a big chatting session, getting to know each other.

#### What key competencies do you use in your workplace every day?

I use time management, planning, technology use and discipline handling.

#### Was it difficult to adapt from being a student to being a young professional?

For me, the adaption wasn't so hard, because I was very involved with structures at the University. I know how to plan my time and I also know how to handle stress and difficult situations. Many of my friends struggle in their work now, because they didn't do anything at University except studying.

#### What do you enjoy most about your job?

The thing I enjoy most is the kids. It doesn't matter how horrible my day is, my mood changes instantly when those bright faces enter my classroom. I enjoy learning new things every day and the thing that gives me the most satisfaction is when children perform to the best of their abilities.

#### Do you face any challenges at work and how do you handle them?

The biggest challenge I face at work is getting through the curriculum with the kids, because the teaching plan is so packed and when you get behind, it is difficult to catch up again. I handle this through very good and detailed planning, keeping the learners busy and

working until the period is over. I use every available minute of the day. Another challenge is difficult kids. I believe a learner who gives you problems in class is a bored kid. I try to keep them busy so that they don't have any time to be naughty.

#### What did you enjoy the most about your time at the NWU?

The thing I enjoyed the most was serving the University in various structures. I met a lot of people and friends whom I will keep for the rest of my life. I also learned valuable skills that I use in my everyday life. The NWU really prepared me for handling the shock of the working world.

#### Would you have done anything differently?

I wouldn't do anything differently. Being at university was the time of my life and if I get the opportunity to do my four study years all over again, I would do everything the same way.

### What advice would you give to students entering the job market?

The most important thing is your CV. It is the business's first impression of you and can be the cause of you missing out on appearing on the short list for an interview. Go on as many interviews as possible. It really gives you the necessary background on what type of questions they ask. Don't accept the first job, look at what is still waiting out there. Be confident and believe in yourself. Businesses are automatically attracted to confident candidates.

"We may live in an age of instant messaging, instant gratification and Instagram, but there is no way to short circuit the path to success."

*Tory Burch*

### What are some of the positive, personal attributes that you have gained from the NWU during your academic years?

- I learned that making mistakes are okay, but the way you handle them afterwards is the true test.
- I gained valuable people skills, especially dealing with people older than me.
- I learned how to manage my stress and handle difficult situations.
- I learned that my body can function with little sleep without dying.
- I learned the value of a support structure and to value and make time for the people in my life.

## KARABO MASHILOANE

Mathematics Teacher

### Where do you work?

I work at the Katlehong Engineering School of Specialisation.

### What campus did you study on and when did you graduate?

I studied on the Vaal Campus and will be graduating on 6 May 2020.

### What qualifications do you have?

I have a Bachelor degree in Education and am currently enrolled for BED Honours in Education Management and Leadership.

### After completing your studies, how many interviews were you invited to before getting a job offer?

I went for three interviews, but was only hired after my fourth interview.

### What was your first interview like?

It was one of the scariest moments of my life! It did not go well, because I was not 100 percent prepared and therefore didn't know what to expect.



### What would you say is the most important thing to do when going for an interview?

Do proper research about the company or institution that will be interviewing you. You also need to be 100 percent prepared; make sure that you are confident and strongly believe in yourself.

### Was it difficult to adapt from being a student to being a young professional?

I found it hard to adapt to the change of scenery and I also had to accept my new life in a new environment that comes with different challenges.

### What key competencies do you use in your workplace every day?

Preparation is one of my key competencies. I always have to be prepared for my lessons and make sure that I know exactly what I am going to teach the learners.

### What do you enjoy most about your job?

Working with young people has always been my greatest joy in life. Now that I am given an opportunity to work with them, it is what I enjoy most.

### Do you face any challenges at work and how do you handle them?

The workplace is filled with lots of politics and people hating each other over some personal vendettas. I deal with this by simply staying in my lane and doing what I am there to do, which is to teach the learners, of course.

### What did you enjoy the most about your time at the NWU?

I was offered many opportunities to grow outside the teaching and learning environment, as I was part of the leadership. That is also helping me now to grow in my profession.

### Would you have done anything differently?

I wouldn't do anything different. Everything I did during my time at the North-West University Vaal Campus was worth it.

### What advice would you give to students entering the job market?

Always work hard and take all opportunities that will help you grow, not only in the workplace, but also in your personal life; always be willing to go the extra mile too. Remember that in the professional environment, you have to give account of the work you do, as you will be assessed by your results to indicate whether you are productive or not.

### What are some of the positive personal attributes that you have gained from the NWU during your academic years?

I was not a student who was there just to obtain a degree; I was involved in various activities. This taught me very important skills such as time management and planning; my communication skills also improved.

## SHANE PAXTON

Sinter Plant Progress  
Mechanical Engineer

### Where do you work?

I work at ArcelorMittal South-Africa (AMSA) - Vanderbijlpark Works.

### What campus did you study on and when did you graduate?

I studied on the Potchefstroom Campus until 2017.

### What qualifications do you have?

- Bachelor's degree in Mechanical Engineering (NWU Potchefstroom)
- Expert in Numerical Simulation in Engineering with ANSYS (Fluid Mechanics majoring)
- Specialist in Numerical Simulation in Engineering with ANSYS (Multi-phase majoring)
- Specialist in Numerical Simulation in Engineering with ANSYS (Turbomachinery majoring)

### After completing your studies, how many interviews were you invited to before getting a job offer?

I applied for a bursary at SASOL and AMSA before I matriculated. My application for an interview was successful at AMSA and I was invited to



sit down with a panel of engineering mentors of different disciplines. A week or two later, I was notified that I've been accepted by AMSA to study mechanical engineering, which also means that I would work for them on completion of my studies.

### What was your first interview like?

Scary, to say the least! I was not prepared for the type of questions asked during the interview at such an early stage, but the mentors and HR personnel really made an effort to let me feel at ease (probably because I was still in high school). AMSA is the largest steel manufacturer in the world and I knew next to nothing about processes like raw material handling, where the iron ore and other material were prepared with various different metallurgical and chemical processes to be used in a blast

furnace in order to make iron for steelmaking and ending up at the finishing lines to be sold and used by car manufacturers and construction et cetera. I'm not really sure if this counts as an interview, but this was my story.

### **What would you say is the most important thing to do when going for an interview?**

This is the one time you really need to open up and "sell" yourself as a young professional. Everything you do during an interview is important. Make an effort to understand what the job entails when applying for it. Go the extra mile to understand what the company you are applying to actually do. I would say that one of the most important things to do during the whole interview is to be yourself and to always tell the truth. Make eye contact and communicate with the interviewing panel with respect and dignity. Do not be afraid to tell the panel that you do not know anything about a certain topic that might be asked.

### **Was it difficult to adapt from being a student to being a young professional?**

You are the driver of your own development. At the university, you were given a problem to solve with specific parameters made known

to you to solve the problem with very specific guidelines. This is not the case in the job market (although it depends on what you do). You therefore need to think outside the box and try to make a difference on every possible level you can think of. You will never be emotionally satisfied with your work, environment and the people around you if you do not put in the time or effort to be the change that you desire to see, although it is and will always be difficult.

### **What key competencies do you use in your workplace every day?**

Being a young professional requires professional conduct. This includes teamwork, technical decision making, communication between all levels of employees, being a leader of your team, integrity, goal-driven project planning, and implementation.

### **What do you enjoy most about your job?**

I enjoy the fact that there's an endless variety in the types of work, from project management to safety management to being an engineer to being a coordinator. I enjoy all of these.

### **Do you face any challenges at work and how do you handle them?**

The biggest challenge for me is the safe execution of projects I'm involved in. A team member had an unfortunate accident that could have been fatal. This is why you need to be alert and safety-conscious all the time, even if all precautions have already been taken to prevent certain risks in the working environment. One must do a comprehensive study on the work being carried out and take all measures possible to prevent this from happening in the future.

Time management is also a big issue, especially when resources are limited. I greatly rely on teamwork to solve the most critical issues during any given time.

### **What did you enjoy the most about your time at the NWU?**

I enjoyed late-night studies with friends, working hard to pass a subject and reaping the fruits of success after all the hard work. I also enjoyed the walks down Lover's Lane and ice-cream at Munchies with De Wilgers residence brothers. I will definitely miss the residence rugby matches at the Fanie du Toit Stadium too.

### **Would you have done anything differently?**

No, I would never have done anything differently.

### **What advice would you give to students entering the job market?**

Be the difference that you want to see.

### **What are some of the positive personal attributes that you have gained from the NWU during your academic years?**

- I gained the confidence to engage in activities and to get to know new people during my time at the NWU.
- I also gained self-respect; my best was enough and I accepted that.
- Lastly, I learnt that honesty is always best, even when you're being impacted negatively.



## PATIENCE KGO THATSO KHUMALO

Recruitment Officer

**Where do you work?**

I work at Nexia SAB&T.

**What campus did you study on and when did you graduate?**

I studied on the Potchefstroom Campus and graduated in 2017 and 2018.

**What qualifications do you have?**

- BA Psychology and Labour Relations
- BHSC Honours in Psychology

**After completing your studies, how many interviews were you invited to before getting a job offer?**

I had six interviews.

**What was your first interview like?**

My first interview was not bad at all. A week before I went for the interview, I attended a CV workshop and session at the NWU Career Centre; this helped me to prepare for my interview. I therefore knew what to expect and it also helped me to calm down.



**What would you say is the most important thing to do when going for an interview?**

- Prepare in time.
- Know which position you applied for (we sometimes forget, because we apply for many positions at once).
- Learn more about the company (what they do, their culture and values).

**Was it difficult to adapt from being a student to being a young professional?**

Not really; when I was a student, I worked part-time and after I completed my honours degree, I did an internship where I also met other young professionals who were learning. With the help of HR practitioners, we learnt and adapted quickly.

**What key competencies do you use in your workplace every day?**

- Communication skills
- Team work
- Reliability
- Time management
- Listening skills

**What do you enjoy most about your job?**

I am a people's person, so I enjoy meeting and communicating with different people on a daily basis, sharing ideas with others and assisting with career drives.

**Do you face any challenges at work and how do you handle them?**

Yes, I do face challenges, but communication is always the key in resolving issues. Whenever there is a problem, I calm down and try to understand what went wrong, thereby focusing on the solution to the problem.

**What did you enjoy the most about your time at the NWU?**

I enjoyed meeting new people and making friends, who became family. I have also learnt different cultures.

**Would you have done anything differently?**

No, I wouldn't change anything I did.

**What advice would you give to students entering the job market?**

Be ready to work and have the willingness to learn. Stay humble and treat everyone equal. The way you would treat the CEO of the company is the same way you should treat a cleaner. Your behaviour says a lot about your character.

**What are some of the positive personal attributes that you have gained from the NWU during your academic years?**

- Discipline
- Team work
- Communication skills
- Leadership skills
- Independency
- The ability to express myself without fear

# NWU Alumni

## Gallery

### WILNA MARAIS

Risk Analyst

#### What did you study?

Actuarial Science, Honors in Quantitative Risk Management

#### What is the company culture like at FNB?

It's like family.

#### What would you have done differently at University?

Enjoyed free time more.

#### What is it about FNB that made you want to work there?

The way they treat their employees. The grad programme isn't simply a one-year thing – you are offered a permanent position as part of that.

#### What are the people like at FNB?

Inclusive, friendly, treat everyone equal.

#### What cool projects are you working on at the moment?

Monitoring credit scorecards.



#### What is your most memorable moment at FNB?

On my second day, three people were leaving the team, and the whole team went to a cocktail bar for a farewell where everyone bonded and enjoyed themselves.

#### What surprised you most about entering the working world?

How easily you adapt to being an adult.

#### My advice to students entering the job market:

Know that you don't know everything – and be willing to learn.

### COENRAAD JV RENSBURG

Quantitative Analyst

#### What did you study?

Actuarial Science & Business Analytics

#### My advice to students entering the job market:

Choose an environment where you will be happy, considering you will see your colleagues more than you do your loved ones.

#### What would you have done differently at University?

I wish I learned to play foosball – they are crushing me!!

#### What is it about FNB that made you want to work there?

The helpful, fun and friendly culture combined with being challenged daily. There is a lot of room to grow and they help you to do so.

#### Please describe the most interesting day you've had since joining the bank:

Every week offers something interesting that I simply couldn't choose one. From foosball tournaments and team lunches (which happen



quite often) to once receiving a massage and a chiropractor session in a boardroom while waiting for code to run.

#### What cool projects are you working on at the moment?

I developed a database using various machine learning techniques to help marketing identify who to contact.

#### What is your most memorable moment at FNB?

A year-end function where everyone came dressed up with the sole purpose of letting go and having fun.

#### What surprised you most about entering the working world?

It's not nearly as bad as they say, and there is coffee everywhere.



## BONGIWE ZENGELE

Software Developer

### What did you study?

BSc Information Technology

### What are the people like at FNB?

Friendly, helpful, determined, driven, and focused!

### My advice to students entering the job market:

- Don't give up.
- Give nothing but the best.
- Innovation is key. Don't get stuck in one place.
- Introverts, you'll feel it. You'll be put out of your comfort zone.

### What surprised you most about entering the working world?

Punctuality is taken very seriously.

### What would you have done differently at University?

Read the news daily. People are well informed, especially about financial markets.

### What is the company culture like at FNB?

Professional, but fun. Not so strict on the dress code, as long you're presentable. Everything is done



digitally. Everyone is willing to help. Once a month, our business unit has a function or team-building event just to get out of the office. These functions help with networking and relationship-building. Team leaders and line managers are trusting – they trust grads enough to complete a new project without breaking anything. *When* it breaks, just take accountability and be willing to put in the hours to fix it. As a grad, no one is expecting you to know everything. They teach you what you need to know.

### What is your most memorable moment at FNB?

Winning the Service immersion Project.

### What cool projects are you working on at the moment?

A project to streamline the user experience from Online Banking to App to Mobile.

### Please describe the most interesting day you've had since joining the bank:

The day I had to pull code from somewhere – hectic! A lot was happening at once. Learning how to use software called Docker; its magical!

### As someone who studied IT, what is it about FNB that made you want to work there?

Their innovative approach to digital migration. They also win multiple accolades every year.

## DOUW JACOBS

Quantitative Analyst

### What are the people like at FNB?

The people are very friendly and helpful. Whenever you have a problem – or are struggling with something – there is always someone willing to help you. They are also very social which makes the burdens of work a little bit less.

### What cool projects are you working on at the moment?

We are currently working on a project to see how people spend money on education.

### What would you have done differently at University?

Read the news daily. People are well informed, especially about financial markets.



### What is your most memorable moment at FNB?

Discovering birthday-cake flavoured ice cream at Paul's Homemade Ice Cream.

### As someone who studied Actuarial Science, what is it about FNB that made you want to work there?

FNB encourages me to express my ideas freely. I am not limited to doing things the conventional way, but rather challenged to think outside the box and come up with new, innovative ways of doing things.

**Please describe the most interesting day you've had since joining the bank:**

We were in the middle of completing a psychology test when the fire drill sounded. We had to leave everything and walk down seven flights of stairs. After the drill we had to walk all the way back up only to resume the test.

**What surprised you most about entering the working world?**

The openness and friendliness of people in the workplace surprised me. At FNB, there isn't a strong hier-

archical system. I'm free to express my feelings, concerns and ideas with management. This surprised me because I thought that it would be a stricter working environment.

**My advice to students entering the job market:**

Be prepared to learn and do new things. You won't necessarily do what you learnt at University, so you will need to learn new skills in the workplace. Also realise that you don't know everything.

## REARABETSWE MASENYA

Product Analyst

**What is the company culture like at FNB?**

Simply stated, it feels like you're joining a family business. We all share the same vision to create meaningful solutions that will make our clients' lives easier. At FNB, people want to see you succeed. You are encouraged to capitalise on opportunities to help you grow. People are curious, creative, analytical, team players – and obsessed with being great at what they do.



**What cool projects are you working on at the moment?**

I'm also collaborating with teams to improve the FNB App, and I've taken up volunteering.

**What would you have done differently at University?**

Keep up to date with news and changes in the markets. Read as much as you can, watch informative videos and listen to podcasts. There is a vast amount of information available out there – pay attention.

**As someone who studied Risk Management, what is it about FNB that made you want to work there?**

The way FNB approaches banking is what first caught my attention – innovative and exciting. I wanted to be a part of that. Secondly, the culture here is one of a kind. I'm surrounded by exceptional people and we're all collaborating to achieve greatness and make a valuable difference not only to our clients, but our communities as well.

**Please describe the most interesting day you've had since joining the bank:**

I went to my first cyber conference. Everything from the venue and speakers, to the activities was superb! We walked in an underground metro station and entered secret passages before we arrived

at the venue. I learned so many new things about cybercrime and security. Hands down the most interesting day I've had so far.

**What surprised you most about entering the working world?**

How approachable senior management is and how helpful people are when you are uncertain about things. Your opinion is valued, and colleagues are genuinely interested in your input.

**My advice to students entering the job market:**

Be knowledgeable about the company and role you're applying for. Apply to many opportunities. Be patient. Once you land the interview, always stay true to yourself.

## ESRONIQUE DE JAGER

Developer

**What did you study?**  
Information Technology

**What are the people I like at FNB?**

They are like family – so welcoming and friendly. I haven't felt out of place once since I got here.

**My advice to students entering the job market:**

Be yourself when you go for the interview, and make sure you highlight what you are good at and what you enjoy. It will help you get placed with the right business unit. And if it doesn't work out, don't worry you can always move later on.

**What is the company culture like at FNB?**

A melting pot of talent and innovation. Everyone gets the opportunity to be recognised for their talents, with so much support from everyone.

**As someone who studied IT, what is it about FNB that made you want to work there?**

The advanced technology (most innovative bank, after all).



**What surprised you most about entering the working world?**

How down-to-earth people are. The open-door policy. I legit have the number of the CEO. The flexibility around the working hours. The amount of trust they have in the grads.

**Please describe the most interesting day you've had since joining the bank:**

On Valentine's Day, we met the CEO of Insurance again, we were entertained by cupid and friends, and we got treats from our managers. It was such a fun day.

**What cool projects are you working on at the moment?**

I'm working on the main system used by my business unit. I was entrusted enough to do the analysis for changes needed on the system, and actually get to implement them too.

**What is your most memorable moment at FNB?**

At my first status meeting, I received awesome feedback from my managers, which made me super proud and motivated to always deliver work that I can be proud of.

## NONHLANHLA HAZEL MADONSELA

Business Intelligence Analyst

**What did you study?**  
Hons BSc Computer Science and Information Technology

**What are the people like at FNB?**

The people are always keen to help. They are patient and honest and give you room to make mistakes so you can learn. The biggest thing about FNB people is that they love their coffee.

**Please describe the most interesting day you've had since joining the bank:**

The day we met the CEO of FNB at an executive breakfast and got to explore BankCity. The FNB Archive was also interesting, showing a detailed history of the bank.

**What would you have done differently at University?**

Concentrate on passion and be good at it – roll with what you enjoy doing.



**What is it about FNB that made you want to work there?**

The versatility and opportunities made me want to work at FNB. I'm given the chance to explore different sectors and business units within the company rather than only an IT or coding environment.

**My advice to students entering the job market:**

Place yourself outside your comfort zone as that is when you grow as an individual. Be willing to learn and have an open mind.

### What surprised you most about entering the working world?

My biggest surprise was realising how much my IT and statistics projects had prepared me for real projects. I am still learning new things every single day.

### What is the company culture like at FNB?

The culture of FNB is warm and welcoming. It allows you to be yourself and offers you opportunities to grow as an individual.

### What cool projects are you working on at the moment?

I'm working on automation with the Quants team.

## KAMOGELO THOKWANE

Graduate Trainee

### What did you study?

Nuclear Engineering

### What surprised you most about entering the working world?

I'm surprised by the capacity I now possess to shape my family's and my life. As a student, I was not financially empowered to execute most of my life's goals. I would dream all the time and plan all the

### What is your most memorable moment at FNB?

Induction was memorable, because it's where I met most of my amazing FNB colleagues.

### What would you have done differently at University?

I would have continued participating in sports and found a time management routine that would allow me to focus on both my studies and sports. Especially in the working environment, you need to make use of time management.



time about my life. Now that I am an employed, I can do something about it.

### What are the people I like at FNB?

The people at FNB are unbelievably welcoming and friendly. I always look forward to work, because the vibe here is amazing.

### What would you have done differently at University?

I should have spent more time on the free WIFI. I would have learnt to program in more languages.

### What is the company culture like at FNB?

FNB is all about Ubuntu. The FirstRand Philosophy ensures the workplace is safe and fair for all employees regardless of religion, race and gender. The environment is deliberately conducive for learning & growth. Employees are encouraged to be brave, curious and innovative to develop themselves while contributing positively to the company.

### What is it about FNB that made you want to work there?

The company culture and values. The opportunity to join a company that will help me grow and realise my potential, whilst also giving me the opportunity to contribute to solving the financial problems that our communities are facing.

### Please describe the most interesting day you've had since joining the bank:

My very first day at work, our CEO took us (myself and two fellow graduates) to breakfast – talk about the best first day ever. That experience was something special for me.

### My advice to students entering the job market:

First of all, please manage money responsibly. Don't fall victim to social pressure, spending unnecessarily in order to satisfy some expectations, or to impress people. It's important to start putting away personal savings as early as possible. Buying a car is okay, but one needs to consider one's needs instead of wants. A nice affordable car will serve the need for transportation the same way an extravagant one will. As a student, try to define what you want to achieve in your career. This will allow you to have better focus and motivation in life.



## MAPULA MAKGENE

Strategic Analyst

### What did you study?

Bachelor of Commerce: Honours in Risk Management with Economics

### What are the people like at FNB?

The people at FNB are unbelievably welcoming and friendly. I always look forward to work, because the vibe here is amazing.

### What surprised you most about entering the working world?

I was surprised by how little you know regardless of having a postgrad degree. Your tertiary education is like 10% of the actual industry work, so it all goes back to your ability to learn and apply that knowledge in real life.

### My advice to students entering the job market:

Be patient and accept the fact that everything takes time. Ask for help if you are unsure, as there are always people willing to help.

### What cool projects are you working on at the moment?

I'm learning to code.



### What is your most memorable moment at FNB?

The funny moments we have at work – they relieve the pressure a bit.

### What is the company culture like at FNB?

Friendly, helpful and accepting of mistakes as long as you learn from them. It's an environment where you are able to communicate with your managers as though you are friends.

### As someone who studied Risk Management, what is it about FNB that made you want to work there?

I wanted an environment where I could expand beyond risk management into different business units to gain more knowledge and experience.

### Please describe the most interesting day you've had since joining the bank:

On the first day of work there was a jazz session in my business unit, so it was great chance to get to know my colleagues.

### What would you have done differently at University?

I would stop procrastinating and do assignments on time. I also wish I had stressed less and looked at failure as an opportunity to do better.

## MARNI GRIESSEL

Quantitative Risk Analyst

### What did you study?

BSc Quantitative Risk Management

### What are the people like at FNB?

Approachable, hardworking, driven, and very social.

### What surprised you most about entering the working world?

It's not as difficult as an exam in that people want to help you succeed. You are not alone.

### Please describe the most interesting day you've had since joining the bank:

Learning how we collect our data and how we transform it so we can make informed decisions.



### My advice to students entering the job market:

Be willing to work hard, learn new things and push yourself out of your comfort zone.

### What is the company culture like at FNB?

Helpful, innovative and inspiring.

### What cool projects are you working on at the moment?

We are learning how to build and monitor scorecards.

**What is your most memorable moment at FNB?**

When our line manager introduced us to the team, everyone was very welcoming and remembered our names. Every morning our managers come to us personally to greet us. It's personal relationships that are built here – I can see how these people can become like family.

**MOTHEO MOFAMERE**

**Quantitative Analyst**

**What did you study?**

BSc Actuarial Science, Hons Quantitative Risk Management

**What are the people I like at FNB?**

They're cool people. They really respect one another. They're positive; they know why they are here and what is expected of them.

**What surprised you most about entering the working world?**

How understanding everyone is. How people around you in more advanced roles are keen to help you.

**What would you have done differently at University?**

It's not the person with the highest IQ that succeeds in the workplace, but the person with the highest EQ. Learn how to work with people and different personalities – collaboration is the foundation of all teams at FNB.



**My advice to students entering the job market:**

Don't be too hard on yourself; allow yourself to learn one step at a time. Always be keen to learn and always say yes to work.

**What is the company culture I like at FNB?**

Warm, vibrant and very welcoming. There are no closed doors when trying to learn more about your role or the roles of others.

**As someone who studied Actuarial Science, what is it about FNB that made you want to work there?**

This is the perfect environment to enhance my knowledge. The dynamic nature will allow me to become good in multiple areas. In my field of study, it's important to familiarise yourself with concepts outside of what you learnt at school. And with FNB, the platform for continuous growth is there.

**Please describe the most interesting day you've had since joining the bank:**

My business unit organised a Credit Card induction over two days. It was very insightful, and I gained a better understanding of my role.

**What is your most memorable moment at FNB?**

Meeting my Business Unit head and frequently interacting with him. Meeting Jacques Celliers was also very interesting, especially looking at where I am as a grad from his point of view.

**What would you have done differently at University?**

I would have studied and focused on myself more.

# Making Business Opportunities Happen

*A business opportunity is the chance to meet a market need, interest or want through a creative combination of resources.*

So many people want to be entrepreneurs but do not know where to start. Problems exist everywhere and as an entrepreneur, your main objective should be solving those problems. Every business you know of does that, and the better they are at providing solutions to those problems, the better they do. It is important to start seeing problems as opportunities; the mind shift will open your eyes to an endless flow of ideas and business opportunities.

As an entrepreneur, you should always live with your eyes wide open and learn how to view problems as a means to create solutions.

To find business opportunities and make it happen, you need to do the following five things: Identify problems as opportunities; be in the right place at the right time; be quick to act without cutting corners; team up; and execute.

## 1. Identify problems as opportunities

You can start your business opportunities by hunting around to see what the majority of people are struggling with or what they are looking for. The most successful entrepreneurs understand how to sniff out, test and execute unique opportunities more efficiently than their counterparts.

Most opportunities disguise themselves as problems. They can arise when new technology or products enter the marketplace and other people do not yet know how to harness those technologies.

## Think outside the box while knowing what is inside the box.

Thinking outside the box is an age-old cliché but, applied effectively, can really be the key to business success. Analyse data to find the opportunities others have missed. Finding points of pain or frustration and then finding a corresponding innovative solution will keep your business ahead of the game. Before you can think outside this mythical 'box', it is essential that you first need to know what's inside it. This means knowing anything and everything about your industry – past, present and predictions for the future. Only by knowing what is already available, what has worked, what has failed and what your rivals have planned for the future, you will be able to come up with something truly innovative and fill that market gap. In short, do your homework.

## Get a sense of direction.

When trying to find opportunities, do not be too general. You should be taking control of what opportunities you are trying to find by being specific about your particular situation. The only way to do this is by adopting a sense of direction. Which opportunities are you looking for? How are you going to find them? How are you going to act on them? Write down what you want to achieve. This will motivate you and set you on a course that will inevitably open more doors.

## Understand needs and wants and the fuzzy grey line between them.

Understanding the difference between needs and wants is essential. For example, you need food to live, but you could survive without ice cream (although you might not want to). This is an issue that often causes confusion for consumers and you can benefit from that confusion by presenting the benefits and values of a product or service that would usually be a luxury item (a want) as being essential (a need) in order to achieve the desired fulfilled/fashionable/healthy lifestyle.



### Do what others don't want to do.

Look for things that others don't want to do. This could be because these things are time consuming, dirty or boring but, dull as they may be, they still need to be done. By taking that bullet and offering products or services for mundane tasks, you could soon transform your product or service from a want into a need.

### Make the impossible possible.

Solving a problem that nobody else has a solution to will obviously put you ahead of the game, so start by recognising what the sticking points are. Write down the flow of activity for a situation, recognise how this could be improved or which ways would ease the pressure and go from there. Remember, you need to know the problem first, but generally, there is always an answer somewhere.

### Keep a journal.

Recording all the opportunities and meetings you have will be helpful in the long run. Not all of these will work out, but your journal will make sure you don't overlook anything that does not catch your eye at first. This will also help you to keep track of your progress and learn from your mistakes.

## 2. Positioning and timing

It is important to be in the right place at the right time. Once you have identified a potential opportunity, it is important to plan ahead and prepare yourself to act on it. You must know exactly what you need to do, for then it is just a matter of execution. Leverage all your skills and experience to bring in the right resources and be perfectly positioned to move quickly when the time is right. Gain as much knowledge and experience as possible; this helps with the homework thing. By talking to your peers, you'll gain essential industry insight and the better access to information you have, the more likely you will be able to take advantage of a situation quickly.

### Have confidence while knowing that it is OK to fail.

Once identified, it's important that you take advantage of an opportunity, even if it is not guaranteed to succeed. After all, innovation doesn't come from certain outcomes but from taking risks and trying new things. Taking this jump will always be scary, but the more knowledge and experience you have, the easier and less risky it will be.

When all is said and done, as long as you're professional and polite, sometimes it's OK to be a little bit cheeky. Don't be afraid to aim high; after all, you might just be surprised.

## 3. Be quick, but do not cut corners

Every opportunity has a window of time, so you have to be quick. Never rush, though, as that will lead to issues such as poor work and overlooking pitfalls. Rushing can cause big mistakes and is a sure way to fail. Cutting corners is also a sure way to deliver substandard products or service and leads to poor customer satisfaction and/or legal issues.

### Be reliable.

In many ways, reliability is the key that opens every door; it's one of the big traits you should adopt. When you start flaking out, people don't want to work with you. When you break someone's trust, they will not be willing to share or collaborate with you.

## 4. Team

Time is limited; you cannot do all the work on your own. Assemble the right team that will be able to understand the opportunity and can help you meet those goals on schedule. Together, you can build a rapidly growing business and team, and establish yourself as the market leaders.

### Collaboration and networking

You may prefer to be a lone wolf, but in business, this will not get you very far. The fact is that you have to network and collaborate, because other people also have a lot of great ideas. Use those great ideas to propel you to

greater heights. Go out of your way to attend events and network. Set aside some time every day to network on social media platforms like LinkedIn. Build those relationships. The only way you can start to collaborate is through networking first.

### Find a mentor.

A mentor is someone who has already achieved more than you. Do not get jealous, seek them out. I have always believed that a mentor is the key to getting better and finding brand new opportunities. These are the people who can help you achieve more, but you have to be willing to humble yourself in order to seek out the help of someone else. Be willing to admit that you don't know it all, even if it is tough. Mentors are important. They are there to motivate. They are there to inspire. They are there to take you to new heights.

### Outsource.

Save those precious minutes on non-essential tasks. The time saved could be used to chase down and follow up on more opportunities and gain more knowledge and experience.

## 5. Execute

Execution is the most important point. It looks different for every business, but it is important that you should be productive and not just busy.

Have you ever heard of the businessman who constantly says he is just waiting for the right opportunity to come along? Waiting to be inspired means, potentially, waiting until the end of time. I am not going to do that and you should not either. Don't wait for the opportunity, go find the opportunity, whether it is a trading opportunity or a simple small-business opportunity.

Opportunities can appear anywhere and at any time, but it is a myth that they just pop up out of nowhere and without any warning. The biggest businessmen in the world worked hard to make those opportunities happen. However, don't start patting yourself on the back because you found an opportunity. Take advantage of it.

"Opportunities are like sunrises. If you wait too long, you miss them," Virgin Group founder Richard Branson quotes writer William Arthur Ward in a recent blog post. Like sunrises, opportunities are fleeting and will pass if you are unprepared. Branson says that they do not always come at the perfect time, either, so you must be ready to seize them when the chance presents itself. "Opportunities are usually disguised as hard work, so most people don't recognize them," Branson quotes columnist Ann Landers. Ironically, hard work is the key to taking advantage of opportunities. If you put in the time, effort and commitment, you'll open many doors for yourself. It's only a matter of noticing opportunities and acting upon them.

"Let us never be betrayed into saying  
we have finished our education;  
because that would mean we had  
stopped growing."

*Julia H. Gulliver*

# How to Budget for Start-Up Success

There are many important elements to consider when starting a new business and one that usually gets forgotten along the way is a budget. A budget is essential to ensure your SME future, but to many budding entrepreneurs, the task of putting one together is both daunting and unknown. Here are some top tips for drawing up a plan to control your finances and give your new business the best chance of success.

*By Gary Epstein*

## Budget Planning

Budgeting is essential. It allows you to control your cash flow and make provisions for larger costs, as well as giving you an indication of when the time is right to invest in your idea further and expand it. You have to stay in control of your expenditure at all times, whether you are a million-rand multinational corporation or a small and operational start-up. The only difference? How much and where budget is allocated.

See your budget as a plan to control your finances. You don't want to run out of cash and fall short of payments. Similarly, you want to know you can meet your current goals, as well as plan for future ones.

Although it works hand in hand with cashflow projections, it is important to note the distinction between a forecast and a budget. A forecast is a very

important business management tool that is essentially a cost prediction of the future, whereas a budget is a planned outcome of this same future based on the objectives of your business plan. To break this down even further, a budget is about profit and the cash flow forecast is about cash.

## Your budget in practice

Once your business is operational, it's essential to plan and tightly manage its financial performance. Creating a budgeting process is the way to keep everything on track. See your budget as the GPS for your business – it will keep you heading in the right direction.

A budget should include your revenues, costs, and your profits or cash flow so that you can figure out whether you have any money left over for capital improvements or capital expenses. A budget should be tabulated at least yearly. Most yearly budgets are also divided up into 12 months, with blank columns next to your estimates to fill in with your actual results as the year progresses. You have to factor in potential market changes, customers and their demands, competition from rival companies, your business objectives and key performance indicators, team management, forecasts and any obstacles you may encounter along the way.

## How to draw up a budget

Dedicate time to this process and if possible, seek assistance from your accountant or financial team to provide you with estimates for your budget. As a start-up business it is likely that this role will land on you, and it will be your responsibility to ensure your budget is realistic.

Your budget must include projected cashflow, typically on a monthly basis. This allows you to pinpoint any issues immediately, rather than waiting, running the risk of making the problem far greater.

A budget must also encompass costs – fixed ones such as rent and salaries, variable expenses including materials and products, and one-off capital costs, such as a lease or buying a computer. Finally, a budget must take account of revenue forecasts. This means both historic sales and future sales must be included.

## Don't kid yourself

There is no benefit to creating an artificial profit by overestimating earnings, or underestimating costs. Make sure you have built in the cost of your time and the sensitivities of seasonality, depending on the market you are entering. When you grow as a business, you must also consider staff holidays and how this will affect turnover. Although you may not immediately need to give yourself a salary, eventually you will and you will have to include this in your budget, too.

## Be flexible

Once you make a budget, you should stick to it, but be open to reviewing and revising it as needed when the market, pricing, or anything else that could have an impact on your business changes.

## Budget to monitor growth

The great thing about budgeting is the ability to benchmark performance. Comparing your budget year on year also allows you to implement your key performance indicators if they do, in fact, need revision, as well as comparing figures for growth and projected margins with your market competitors. Remember to always review and revise. Ultimately, as an entrepreneur, your business's budget is also your budget. Owning an SME means allowing it to impact both your business and personal considerations. Budgeting your own expenditure could mean the difference between success and failure. So be smart with your start-up. Don't cash out before you can cash in.

*GARY EPSTEIN is the MD of EasyBiz, the distributors of QuickBooks Accounting Software in South Africa and Sub-Saharan Africa.*

*Entrepreneur Magazine: February 2014*



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# Alumni Entrepreneurs

## EMELIA (MICKEY) MALITI NTSHWE

Owner of Hands of RU HAUS Interiors.

My name is Emelia (Mickey) Maliti Ntshwe, owner of Hands of RU HAUS Interiors.

I am a furniture manufacturer of custom-designed bespoke furniture for specific clients who are looking for high-end, unique and exquisite furniture for households, boutique hotels, hotels, offices and guest houses.

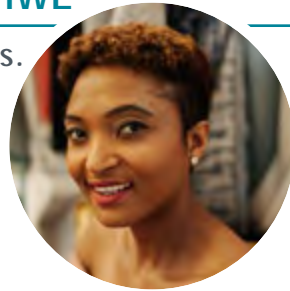
We have 11 employees of whom two are working at the showroom in Hartbeespoort and nine at our manufacturing plant in Mahikeng.

Our showroom showcases the latest trends in design and furniture, as well as offers an array of curtain designs and home accessories. I meet my clients there, but also make house calls for full client consultations. Because we customise, we give our clients the opportunity to create and mix and

match fabric or leather of their choice in different colours, bringing everything to life.

Sometimes, it is necessary to work with 3D graphic designers who specialise in interior design and use software that brings pictures into reality so that the clients can feel and see their vision virtually. This guides us when choosing too, so that the selected colour pallets can meet the desired final look. It really is a thrilling moment when we achieve the client's vision! More than the money, we love making our clients happy.

Business should stem from a passion and if that passion has a



demand and need, it will generate an income. I would encourage students with natural entrepreneurial skills to begin now by sourcing information, finding mentors in the respective areas of business they're interested in, and reading as much as possible about these running businesses. Be ready to fail, but don't give up.

Entrepreneurship consists of sleepless nights, nursing the business, and protecting it at all costs; in other words, treating it literally like a baby growing into a child. All those stages from concept building to actualisation are important. The most imperative is monitoring growth and making sure there is sustainability in your product.

Be very careful about the persons attracted to your business in terms of partnerships and coexistence. Although it is good to have a partner, as this opens up more avenues, one must be mindful of those who jump onto a train that is already moving without doing the groundwork. Your passions will never be the same.

I have a Bachelor's degree in Communication Studies and a Master's degree in Business Administration.

The topic of my final dissertation was "The effects of leadership and trust on organisational citizenship".

I have also attained a few certificates in Law, Marketing and Computer Skills.

My qualifications are great for my business, because I need to know the ins and outs of financials, business management, human resource and leadership skills. I am daily in communication with clients, staff, suppliers, media and general networking. Sometimes, we can be street smart and born entrepreneurs, but it is a bonus when these are accompanied by a degree in any field.

Your qualifications will help you in networking and will gain respect from people in your business competition, thus giving your business a competitive edge. It is also encouraging to work on self-growth for those following behind you, because as an entrepreneur, you do not only create employment. You also garner interest in youth who are watching you from the sidelines and learning from you without your knowledge.

Entrepreneurship becomes a duty for the success of your community.



## CIMONÉ PETERSEN & CHANEL WITTING

### Owners of Cfisticated.

We were two friends who had a passion for fashion as well as entrepreneurship since our high school days. In 2017, when we arrived at university, we decided to start a fashion line, but had no idea of how, in what way or where this was going to be realised. At first, we tried to sew clothes, but we failed miserably, especially as we were two girls studying accounting! We were still excited by clothes and beautiful fabric, though. One day, we were eyeing some lovely fabrics in the fabric shop in Potchefstroom. We noticed a woman buying fabric and although we didn't know her, we approached her to ask how many meter we needed to make trousers from the fabric we were holding in our hands. She was very amused and quickly informed us that we were looking at curtain material!

We then chose the correct material and she agreed to make our clothes, designed by us, to wear to the Miss South Africa competition. After posting photos on social media of ourselves in the dresses, requests from all over flooded in



and everybody wanted to rent our dresses; in this way, Cfisticated was born: from two students loving beautiful material and a lady converting our ideas into reality!

I will never forget our first client; we were so nervous not to disappoint the person who had such faith in us that she actually paid for something we were going to design. Our hands were trembling with excitement and we could hardly make sense of the measuring tape!

Quickly, students spread the word about Cfisticated and we received more and more orders for outfits for dinner, House Committee and ASS functions. We made outfits for ourselves for various functions and then rented them out. The dress rental business was a huge success and thus became our main focus – students want affordable,

lovely dresses to wear for only one evening and they want to be sure that nobody else will look like them on that evening.

The first major project we took on was Miss Affies 2018 for the Afrikaanse Hoër Meisieskool Pretoria. We had to provide the dresses for the finalists that evening. Originally, only the ten junior finalists would have been clothed by us, but two weeks before the competition, the senior finalists ran into trouble with their dresses and we had to create ten new dresses in ten days' time. This meant travelling a lot between Potchefstroom and Pretoria, but it was definitely worth our while, as the evening was a huge triumph!

Cfisticated has grown phenomenally these past two and a half years and we are extremely grateful for the client base we have built and

the opportunities that came our way. At the beginning of the year, Chanel stepped out and moved to Johannesburg to realise her dream of being a chartered accountant. I now manage Cfisticated on my own. As I am currently studying for my honours degree, running the business is a challenge, but it can be done. We have also spread our wings by opening a branch in Stellenbosch and aim at opening a boutique in Potchefstroom soon that will not only sell and rent out formal dresses, but also jewellery, shoes and other accessories.

Whether I am going to practise as a forensic accountant next year still remains an open question, because my heart is sold to this small business that started out and developed as a passion and I am very excited about its future possibilities!



## NKOSINATHI MACHINE

### Owner of SADC Fuels.

Meet Nkosinathi Machine, the sole owner of SADC Fuels. This company primarily supplies fuel and lubricant products to SMMEs in the agricultural sector. Machine, who is 29, started SADC Fuels in 2015 and won the Standard Bank 'My Fearless Next' competition for young and inspiring entrepreneurs on SABC 1. He credits his BCom Managerial Accounting degree (NWU) as crucial for the sound financial management of his business. Nkosinathi



also obtained a postgraduate Diploma in Business Management at the NWU, which has equipped him with the necessary skills to run his business.

"A dream doesn't become reality through magic; it takes sweat, determination and hard work."

*Colin Powell*

## NKATEKO RAFAEL "SOSHANGANE" KHOZA

### Founder of Leza Private Equity

- Member of the Institute of Directors (M.Inst.D)
- Master's degree in Business Administration (MBA) Wits Business School
- B.Com (Finance and Investments) (Hons) Rhodes University
- B.Com (Bank Risk Management) North-West University
- Higher Certificate in Management Foundation for Professional Development
- Current Boards/Committees:
  - NWU (Vaal) Alumni Committee (Currently, since 2019)
  - Mashona Hiking (NPO)

Rafael Nkateko Khoza is a professional, qualified, young and ambitious businessman with expertise in the niche private equity funding sector of the financial industry. Nkateko serves on the North-West University (Vaal) Alumni Committee.

Mr Khoza is currently the founder of Leza Private Equity, which is a private equity investment company based in Sandton, Johannesburg. The company has made several investments in various industries over the past two years, most



notably in the specialised sectors of engineering, agriculture and fintech.

Private equity is an alternative investment class and consists of capital that is not listed on a public exchange. It is composed of funds and investors who invest directly in private companies or engage in buyouts of public companies, resulting in the delisting of public equity. Institutional and retail investors provide the capital for private equity and the capital can be utilised to fund new technology, make acquisitions, expand working capital, and to bolster and solidify a balance sheet.

Nkateko's primary degree in Economics and Bank Risk Management was critical in paving the pathway to a career in finance. It was at the North-West University that his interest in the financial sector was born.



He is an avid aviator and is in the process of obtaining a commercial pilot licence (CPL).

Nkateko was born in Daveyton on Gauteng's East Rand, now known as Ekurhuleni, an area known as the Industrial Hub of South Africa. This is where Nkateko's love for industrial businesses emanated from.

He matriculated from Springs Boys High School in 2007, where he was involved in pioneering the development of initiatives for better student engagement policies in the

school. His love for business was born during his time in high school, as he saw business opportunities that would empower and propel his peers' gifts and talents forward. It was in his matric year in 2007 that Nkateko founded and registered his first formal business, which specialised in the sale of IT hardware and software; he then sold the company in 2009.

"What lies behind us and what lies before us are small matters compared to what lies within us."

*Ralph Waldo Emerson*

# 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.

### 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.

## 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.

## 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/](http://www.coverletterexamples.net/)  
[www.resumecoverletterexamples.com/](http://www.resumecoverletterexamples.com/)  
[www.bestcoverletters.com/](http://www.bestcoverletters.com/)  
[www.resume-resource.com/covers.html](http://www.resume-resource.com/covers.html)  
<http://susanireland.com/letter/cover-letter-examples/>  
[www.nothingbutcoverletters.com/](http://www.nothingbutcoverletters.com/)  
[www.cvtips.com/cover-letter/view-free-cover-letters.html](http://www.cvtips.com/cover-letter/view-free-cover-letters.html)  
<http://workbloom.com/cover-letter/cover-letter-samples.aspx>

"Knowledge is not power.  
The implementation of  
knowledge is power."

*Larry Winget*

# Your Curriculum Vitae

## The Ultimate Marketing Tool

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.

## Do's & 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 Do's

- 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

Surname Student

Name Gifted Awesome

I.D.number 900101 0123 456

Nationality South African

Languages Tswana, Afrikaans and Engels

Driver's License Code A en B

#### 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.

## 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

## More CV tips:

- 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.

## 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 References

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

### 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?

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!

# Leave your mark.

#ASLtalent

## Submit your CV to [hr@asl.co.za](mailto:hr@asl.co.za)

or visit [www.asl.co.za/careers](http://www.asl.co.za/careers)

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## A Career as a Graduate

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*

# 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 What makes you competent?)

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).

# 8

## QUALITIES OF REMARKABLE EMPLOYEES

### 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

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



## I wish someone had told me in my first year at university!

Bright-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.





We're looking for the best graduates, analytical and entrepreneurial thinkers, who like to be challenged and are able to keep pace in a fast moving business.

In return you receive real responsibility and hands-on training and support to help you succeed.

Are you interested in building the future with AWS?

# Come and see us at our stand!



## AWS Student Programs

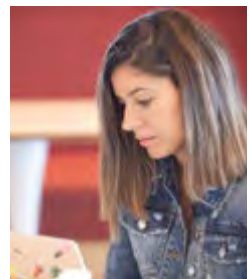
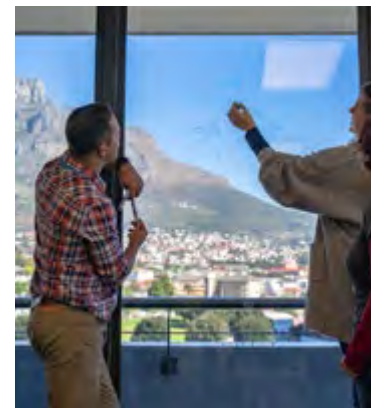
Working at Amazon Web Services provides you with the opportunity to accelerate your growth by working on challenging projects with talented teams.

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# Attending the Career Fair Online

DURING COVID 19,  
ATTENDING CAREER FAIRS  
HAS BEEN MADE EASIER  
DO NOT MISS OUT!

The NWU's 2020 Career Fairs  
are now digital.

Connect with us on 5 August 2020

## How will I attend the career fair online?

A link with login credentials will be sent to all participants, requesting them to join the virtual platform. Companies will have up to 10 members in their booth, engaging with students who visit them there. Remember that there is no limit to the number of students whom they will interact with.

Students can login from anywhere in the world via smartphone, laptop or desktop. They also have an opportunity to visit as many companies as they wish and will have full access to the event until it closes.

At the end of the event, the Career Centre will be able to extract statistics that indicate the number of student visitors and this information can be analysed as required.

## As a student, how do I connect?

Enrolled NWU students can secure the link to join the virtual fair a week before from:

- the Career Centre Facebook page;
- Efundi – The Career Centre page;
- Instagram – The Career Centre page;
- Academic Student Society WhatsApp groups; and
- many other NWU internal e-platforms.

Attending virtual career fairs is an important part of your job search strategy, because it opens up the opportunity for you to

- join any booth chat and meet many people in the chat box from any company of your choice. Each booth represents a specific company with a set of career opportunities to explore;
- ask questions in the chat box (i.e., information about the employer) and form an opinion regarding the type of employers they seem to be;
- ask prompting questions on the chat box and gather relevant information about different career opportunities – jobs, internships and graduate development opportunities offered by the different employers; and
- be active in the chat box and gain knowledge regarding the various possibilities existing within the specific degree or study field(s) you have chosen.

The goals of virtual career fairs are to give students the opportunity to

- get in touch with potential employers and contact persons in the future;
- learn more about companies and organisations;
- discover more about careers and potential job opportunities;
- have a good look at careers relating to their studies, as well as other fields and careers;
- receive advice on what employers are looking for;

- learn more about current internships; and
- gain valuable interview experience, get job search advice and possibly even obtain an invitation to an interview.

## How do I prepare to benefit most from a virtual career fair?

- Be well prepared and make a good impression by greeting the person in the chat box and introducing yourself with your name and your field of study.
- Write down the questions that you want to ask before joining the chat box. It is helpful to reflect on what it is you want to achieve from this engagement with the employer: Do you want to find a job or an internship? Are you looking for information about organisations? Do you want to build your network?
- Towards the date of the fair, please visit the NWU Career Centre page for a list of companies that are attending the fair; review and do research on those companies. Visit their websites to find out who they are and what they do. Gather basic information about the company (its size, organisation, location and products). Make a list of the ones you would like to approach. Be prepared – if you can ask focused and specific questions, it will impress the employer's representatives, because it shows a genuine interest.
- If you do get the opportunity for a follow-up or a one-on-one e-discussion, ask yourself how you will further introduce yourself. Develop a 30-second introduction to market yourself. Tell the person who you are, what makes you unique and the benefits you can provide. Be enthusiastic and explain your strengths, skills, experience and interests. Be prepared to answer questions regarding your career goals and prepare a few questions to ask the recruiters. In these changing times, employers are looking for graduates who are flexible and critical thinkers with superior cognitive abilities and able to adapt to the changes. It is important to show that you are flexible in your career prospects and are open to learning and relearning new skills et cetera.
- Remember to have a pen and paper at hand for jotting down contact information and notes, or to have your mobile phone ready to take a screenshot function to capture information that is shared.

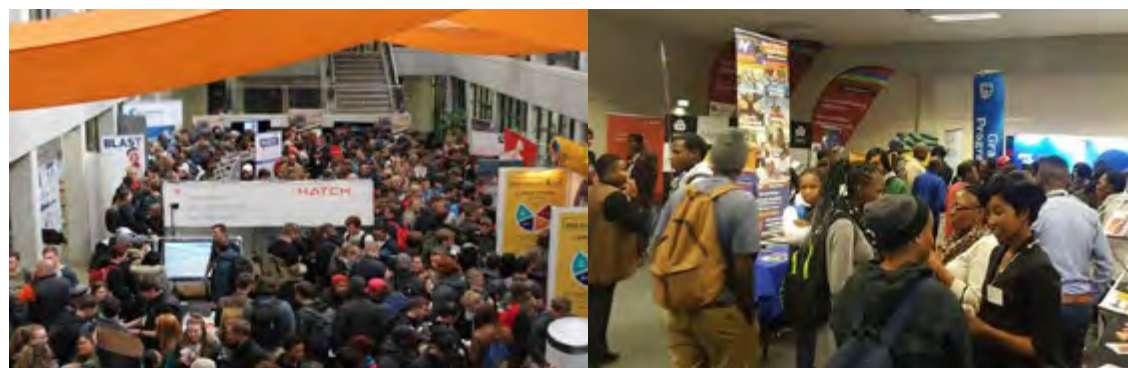
- Ensure that your online/social media presence (especially LinkedIn, but also others such as Facebook, Twitter, Instagram etc.) is up to date; create a professional image of yourself. You must also make certain you know how to use LinkedIn optimally as the basis for the networks you will make and expand during the virtual career fair. Even before the date of the fair, link with the companies and their individual representatives.

## Net-Etiquette

- Students should bear in mind that their net-etiquette should be of the same high standard of behaviour as when they would have been in an office or a professional physical space.
- Students can start with greetings and then introduce themselves to the persons in their choice of booth.
- Students must be mindful and show respect when replying to or engaging with companies in various booths.
- Students should pay attention when a person is speaking and should acknowledge that they have listened to what have been said.

## Do not make mistake of

- not asking any questions;
- having a poor or unprofessional attitude or approach;
- not being willing to relocate;
- not being polite in your questioning; and
- not greeting the person when you join the chat box.
- lacking communication skills with inappropriate questions;
- asking about salary;





# Online Application Tips

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 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 Simple-text (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.

# The Job Search is Just Like Dating:

## 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.)*

“Success isn’t always about greatness. It’s about consistency. Consistent hard work leads to success. Greatness will come.”

*Dwayne Johnson*

## 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:

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.

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!

**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.

**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.

“IN RESPONSE TO  
THOSE WHO SAY TO  
STOP DREAMING AND  
FACE REALITY, I SAY  
KEEP DREAMING AND  
MAKE REALITY.”

*Kristian Kan*

# 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.



## To 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

# 20 SAMPLE Questions

## 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.

"ALL OUR DREAMS CAN  
COME TRUE... IF WE HAVE THE  
COURAGE TO PURSUE THEM."

*Walt Disney*

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 understanding its purpose, but going about arranging one. After all, if you're at this early stage, you probably have limited means

of approaching industry-specific contacts. Those in the know say the first and easiest solution to this problem is to speak with people within your inner circle. Friends, family members, and LinkedIn con-



nections might know of appropriate sources. See if you can contact a suggested person through email, telephone, mail or otherwise to try to arrange a meeting.

If none of those tactics seem feasible, Crawford suggests a bolder approach. "If you're really stuck, you could contact people cold. I've had one client who was looking to be a medical illustrator, and so she went through the alphabet of an association membership roster," she recalls.

Veer away from contacting human resources employees, since their standard answer will be to send a resume, Crawford says, and keep in mind that a company executive might have limited time for face-to-face meetings. You're best option would be to "find someone within the role you're hoping to fill, or one-step above that, who is close to a hiring manager," Crawford suggests.

When sending your request, make sure to be concise but clear about your motivation. "The biggest mistake people make at this stage is not customizing what they say," Kay says. "People don't do a good setup, and aren't clear about their

objective, so they don't give the listener enough information to want to help them."

Kay recommends following a script that reads along these lines: "I'm here because Suzy Smith thought you'd be a good person to talk to to get information about the landscaping business. I know you've been doing this for 20 years, and I'm thinking about entering the profession. I think I could benefit from your background, knowledge, and experience, and I'd like to ask some questions."

Crawford thinks it's appropriate to specify how many questions and exactly how much time you're requesting. "Keep your expectations reasonable," she says. "Consider asking them for just 10 to 15 minutes of their time to ask five or six questions. And I prefer when my clients send the questions along in advance, so that the interviewer knows you're prepared."

Warm and lukewarm contacts (in other words, professional contacts who are close friends or friends of friends) might be agreeable to a longer meeting over lunch or coffee. However, you can expect most meetings to take place in the

office or over the telephone. "When making your request, tell them that in person would be great, but that

over the phone is fine," Crawford says. "Let them have some control over what will work best."

---

## What to Do in Them

Now what to do? It would be a shame to ace all the initial steps only to botch everything on interview day. To start on the right foot, Crawford recommends dressing the way you would for a formal job interview. This might mean a dark suit and tie for a corporate office, or some slacks and a button-down shirt for a 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."

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# Interview Tips in a Nutshell

## 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."

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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.

## Personal appearance:

- Be well groomed.
- Dress appropriately.
- Do not chew gum.
- Make eye contact.

## 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.



## For Getting Hired After Varsity

### 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 your cellphone ring or beep during the interview.

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 indispensable.

## 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.

# Social Media for Professionals

## 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 rant 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.

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[Accessed 20 April 2015].



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## ABSA BANK LIMITED

### DEGREES SOUGHT



- Post Graduate Diploma in Financial Management (CIMA hon) & Post Graduate Diploma in Accounting (SAICA hon)

### The company offers the following:

- Bursaries
- Internships

### Do you have a Graduate Recruitment Programme?

Yes

### How can Graduates apply?

<https://www.absa.africa/absaafrica/careers/graduate-opportunities/>

### What is the application deadline?

30 August 2020

### Please provide the contact details for application:

GenA@absa.co.za

### What is your company's website address?

[www.absa.co.za](http://www.absa.co.za)

## AMAZON

### DEGREES SOUGHT



- Computer Science
- Electrical Engineer

### The company offers the following:

- Internships
- Graduate Software Development engineering role

### Do you have a Graduate Recruitment Programme?

Yes

### How can Graduates apply?

- Online application by clicking on our links
- Intern Software Development: <https://amzn-sp.com/SA-SDE-Intern2020>

- Graduate Software Development Engineer: - <https://amzn-sp.com/SA-SDE-FTE2020>

### What is the application deadline?

By Oct 2020

### Please provide the contact details for application:

Shelley Freswick- [freswick@amazon.com](mailto:freswick@amazon.com)

### What is your company's website address?

Student Programs Vacancies  
[https://www.amazon.jobs/en/business\\_categories/student-programs](https://www.amazon.jobs/en/business_categories/student-programs)

## ASL INC

### DEGREES SOUGHT

- Chartered Accounting
- Financial Accounting
- Management Accounting

#### Where is your company located?

1 Niblick Way, Trident Park, Somerset West, 7130

#### The company offers the following:

Vocational Programme

#### Do you have a Graduate Recruitment Programme?

Yes

**We provide:** SAICA, SAIPA and CIMA learnerships for graduates

#### How can Graduates apply?

Via our website or with Email at hr@asl.co.za

#### Please provide the contact details for application:

hr@asl.co.za

#### What is your company's website address?

<https://www.asl.co.za/>

## BKD AUDITORS

### DEGREES SOUGHT

- BCom Financial Accounting and BCom Chartered Accounting

#### Where is your company located?

Potchefstroom, North West

#### The company offers the following:

Internships

#### How can Graduates apply?

CV's to: [www.bkdo.co.za](http://www.bkdo.co.za) / [info@bkdo.co.za](mailto:info@bkdo.co.za)

#### What is the application deadline?

End of July 2020

#### Please provide the contact details for application:

[www.bkdo.co.za](http://www.bkdo.co.za) / [info@bkdo.co.za](mailto:info@bkdo.co.za)

#### What is your company's website address?

[www.bkdo.co.za](http://www.bkdo.co.za)

## BDO SOUTH AFRICA INCORPORATED

### DEGREES SOUGHT

- Bachelor of Accounting Science Degrees, CTA or equivalent – the CA(SA) route

#### The company offers the following:

- Bursaries
- Vacation Jobs
- SAICA Training Contract

#### Do you have a Graduate Recruitment Programme?

Yes

#### How can Graduates apply?

On our website: [www.bdo.co.za](http://www.bdo.co.za)

#### What is the application deadline?

30 November 2020

#### Please provide the contact details for application:

011 480 1700

#### What is your company's website address?

[www.bdo.co.za](http://www.bdo.co.za)

## COSMOPOLITAN PROJECTS

### DEGREES SOUGHT

- B.Com Marketing/Business Management/ Finance/ Economy

#### Where is your company located?

Greater Gauteng area

#### The company offers the following:

Graduate Development Programme

#### How can Graduates apply?

[Whyus@cosmopro.co.za](mailto:Whyus@cosmopro.co.za)

#### What is the application deadline?

30 August 2020

#### Please provide the contact details for application:

0115413800

#### What is your company's website address?

[www.cosmocentralgroup.co.za](http://www.cosmocentralgroup.co.za)

## CR VAN WYK & COMPANY CHARTERED ACCOUNTANTS & AUDITORS

### DEGREES SOUGHT

- BCom
- BAcc
- CIMA

### Where is your company located?

- Namibia

### The company offers the following:

- Bursaries
- Scholarship
- Traineeship/articles – Audit, Accounting and CIMA

### Do you have a Graduate Recruitment Programme?

Yes

### How can Graduates apply?

- Email to: [adelle.pienaar@crvw.com](mailto:adelle.pienaar@crvw.com),  
[na/vacancies@crvw.com](mailto:na/vacancies@crvw.com)
- via phone: +264-812145834

### What is the application deadline?

- Our applications do not close throughout the year

### Please provide the contact details for application:

- As above per email/tel number
- What is your company's website address?
- [www.crvanwyk.com](http://www.crvanwyk.com)

## DELOITTE & TOUCHE

### DEGREES SOUGHT

- All Engineering disciplines; Actuarial Science; Computer Science
- Economics
- Information Technology
- Information Systems
- Financial Management
- Mathematics of Finance
- Mathematics
- Statistics
- Masters in Risk Management
- BMI
- Mphil
- Data Science
- Tax

### The company offers the following:

Graduate Programmes

### How can Graduates apply?

All application are on our careers page which can be accessed on our website – [www.deloitte.co.za/za](http://www.deloitte.co.za/za)

### What is the application deadline?

Closing dates vary for the various programmes, but closing dates range from April – July

### Please provide the contact details for application:

Applications can be accessed on our website – [www.deloitte.co.za/za](http://www.deloitte.co.za/za)

### What is your company's website address?

[www.deloitte.co.za/za](http://www.deloitte.co.za/za)

## ENTELECT SOFTWARE (PTY) LTD

### DEGREES SOUGHT



- o A BSc, BCom, BIS or BEng in Computer, Software, Information or Electronic related sciences

#### The company offers the following:

Vacation Jobs (from 2nd Year)

#### Do you have a Graduate Recruitment Programme?

Yes

#### How can Graduates apply?

- o Kindly apply online via our website: <https://culture.entelect.co.za/>
- o Alternatively, they can send their CV and transcripts to [career@entelect.co.za](mailto:career@entelect.co.za) or details can be entered at the stand. They will receive an email after the career fair to request CV and transcripts. Closing date for all applications will be the 1st of November 2020.

#### What is the application deadline?

1 November 2020

#### Please provide the contact details for application:

<https://culture.entelect.co.za/> and [career@entelect.co.za](mailto:career@entelect.co.za)

#### What is your company's website address?

<https://culture.entelect.co.za/>

## EQUIFIN INCORPORATED

### DEGREES SOUGHT



- o BCom Financial Accountancy
- o BCom Chartered Accountancy
- o Any other degrees accredited by SAICA and SAIPA respectively

#### The company offers the following:

SAICA and SAIPA Articles

#### Do you have a Graduate Recruitment Programme?

Yes

#### How can Graduates apply?

e-mail: [info@equifin.co.za](mailto:info@equifin.co.za) or visit our website [www.equifin.co.za](http://www.equifin.co.za)

#### What is the application deadline?

May to October

#### Please provide the contact details for application:

[info@equifin.co.za](mailto:info@equifin.co.za)

Tel: 086 199 1620

#### What is your company's website address?

[www.equifin.co.za](http://www.equifin.co.za)

## FIRST NATIONAL BANK

### DEGREES SOUGHT



- o IT
- o Engineering
- o Actuarial Science
- o Mathematics
- o Statistics

#### Where is your company located?

Johannesburg

#### The company offers the following:

- o Vacation Jobs
- o Permanent Employment

#### Do you have a Graduate Recruitment Programme?

Yes

#### How can Graduates apply?

Visit [www.fnbgrad.mobi](http://www.fnbgrad.mobi), register a profile on the careers site and submit your CV and full academic transcript

#### What is the application deadline?

7 August 2020

#### Please provide the contact details for application:

Giselle Ras  
[giselle.ras@fnb.co.za](mailto:giselle.ras@fnb.co.za)

#### What is your company's website address?

[www.fnb.co.za](http://www.fnb.co.za)

## KPMG

### DEGREES SOUGHT

- Accounting Science; Honours in Taxation; Honours in Internal Audit; Honours in Financial Sciences
- B.Bus.Sci (Honours) Quantitative Finance; B.Bus.Sci/Bcom Actuarial Science; Mathematics of Finance
- BSc Applied Mathematics; BSc Mathematics, Statistics; BSc Computer Science; BSc Engineering, IT
- Bcom Information Systems; Honours in Financial Management; Honours in Investment Management

#### Where is your company located?

Johannesburg – 85 Empire Rd, Parktown, Johannesburg, 2193  
 Durban – 6 Nokwe Ave, Umhlanga Ridge, Umhlanga, 4319  
 Cape Town – 4 Christiaan Barnard St, Cape Town City Centre, Cape Town, 8001  
 PE – 200 Norvic Rd, Parsons Hill, Port Elizabeth, 6001

#### The company offers the following?

Bursaries  
 Vacation Jobs

#### Do you have a Graduate Recruitment Programme?

Yes.

#### How can Graduates apply?

On our website [www.joinkpmg.co.za](http://www.joinkpmg.co.za)

#### What is the application deadline?

Training contracts (CA stream students) – applications are open throughout the year  
 Other graduate applications will close in May 2020

#### Please provide the contact details for application:

Training Contracts  
 1st Year Student -  
[rofhiwa.muofhe@kpmg.co.za](mailto:rofhiwa.muofhe@kpmg.co.za)

2nd Year Student -  
[ellen.phala@kpmg.co.za](mailto:ellen.phala@kpmg.co.za)

3rd Year Student -  
[hameeda.bux@kpmg.co.za](mailto:hameeda.bux@kpmg.co.za)

CTA/Honours -  
[lebo.letlokoa@kpmg.co.za](mailto:lebo.letlokoa@kpmg.co.za)

Advisory programmes  
 Internal Audit, Deal Advisory & Financial Risk Management -  
[hameeda.bux@kpmg.co.za](mailto:hameeda.bux@kpmg.co.za)

Technology Advisory, Digital Consulting & Tax - [rofhiwa.muofhe@kpmg.co.za](mailto:rofhiwa.muofhe@kpmg.co.za)

What is your company's website address?  
[www.joinkpmg.co.za](http://www.joinkpmg.co.za)

## LDP CHARTERED ACCOUNTANTS AND AUDITORS INCORPORATED.

### DEGREES SOUGHT

- BCom in Management Accounting, Financial Accounting or an equivalent degree;
- BCom (Hons) in Management Accounting, Financial Accounting or an equivalent degree;
- BAcc/BCompt;
- BAcc (Hons)/CTA (Unisa)

#### Where is your company located?

10 Helderberg Street, Stellenbosch Central, Stellenbosch, 7600

#### The company offers the following:

- Bursaries for SAIPA/CIMA Trainee Accountants
- Vacation Jobs
- Ample study leave

#### Do you have a Graduate Recruitment Programme?

Yes, We offer Graduate Recruitment Programmes for SAIPA / CIMA and SAICA

#### How can Graduates apply?

On our website on the following link:  
<https://ldp.co.za/be-part-of-our-team/trainee-programme/>  
 Alternatively: [careers@ldp.co.za](mailto:careers@ldp.co.za)

#### What is the application deadline?

No deadline, applicants may apply right through the year.

#### Please provide the contact details for application:

[Careers@ldp.co.za](mailto:Careers@ldp.co.za)  
 (021 8885600)

#### What is your company's website address?

[www.ldp.co.za](http://www.ldp.co.za)

## LETSEMA CONSULTING AND ADVISORY

### DEGREES SOUGHT



We require a minimum of a Bachelor's degree in the following fields (postgrad studies are advantageous)

- Engineering
- Accounting
- Economics
- Mathematics and Statistics
- Computer Science
- Digital / AI studies
- Health Sciences

#### Where is your company located?

1st Floor • 34 Melrose Boulevard •  
Melrose Arch • Johannesburg • 2196.

#### The company offers the following?

We offer a YES programme, internships, learnerships and graduate recruitment at Letsema.

#### Do you have a Graduate Recruitment Programme?

Yes, Interns and Business Analysts

#### How can Graduates apply?

To apply, send a detailed CV, Matric Certificate and Academic Transcripts @ careers@letsema.co.za

#### What is the application deadline?

No deadline, recruitment is ongoing

#### Please provide the contact details for application:

careers@letsema.co.za

#### What is your company's website address?

<https://letsema.co.za/>

## MGI BASS GORDON

### DEGREES SOUGHT



- BComm in Chartered Accountancy
- Certificate in Theory of Accounting

#### Where is your company located?

- Cape Town

#### The company offers the following:

- Bursaries
- Vacation Jobs
- SAICA Training Contracts

#### Do you have a Graduate Recruitment Programme?

Yes

#### How can Graduates apply?

- Online: <https://www.bassgordon.co.za/careers/> OR
- Per email - Send your CV and Academic Transcript to: recruitment@bassgordon.co.za

#### What is the application deadline?

31 December annually

#### Please provide the contact details for application:

- E: recruitment@bassgordon.co.za
- T: 021 405 8696 / 8613

#### What is your company's website address?

<https://www.bassgordon.co.za/>

## MIDDEL & PARTNERS INCORPORATED

### DEGREES SOUGHT



- Bcom Accounting Science Graduates, wanting to become Chartered Accountants

#### Where is your company located?

Johannesburg, Pretoria East and Irene.

#### The company offers the following:

SAICA accredited trainee programmes

#### Do you have a Graduate Recruitment Programme?

Yes

#### How can Graduates apply?

Send an email to [info@middel.co.za](mailto:info@middel.co.za) or visit [www.middel.co.za/careers](http://www.middel.co.za/careers)

#### What is the application deadline?

November 2020

#### Please provide the contact details for application:

Send an email to [info@middel.co.za](mailto:info@middel.co.za) or visit [www.middel.co.za/careers](http://www.middel.co.za/careers)

#### What is your company's website address?

[www.middel.co.za](http://www.middel.co.za)



## NWK LTD

### DEGREES SOUGHT

- BCom, Financial, Auditing, Chartered Accountancy, Economics, Management, Marketing
- Bsc, IT, Agricultural, Engineering

#### Where is your company located?

Head Office in Lichtenburg- Mainly in the NW province

#### The company offers the following:

- Vacation Jobs
- Internships
- Learnerships

#### Do you have a Graduate Recruitment Programme?

Yes

#### How can Graduates apply?

Register via Website and applications online for the Graduate Program when advertised

#### What is the application deadline?

Depending on when Jobs are advertised

#### Please provide the contact details for application:

[www.nwk.co.za](http://www.nwk.co.za), [willemo@nwk.co.za](mailto:willemo@nwk.co.za), [zelda@nwk.co.za](mailto:zelda@nwk.co.za)

#### What is your company's website address?

[Nwk.co.za](http://Nwk.co.za)

## RSM SOUTH AFRICA INC.

### DEGREES SOUGHT

- B Com (Chartered Accountancy) / B Com Hons (Financial Accountancy) / Postgraduate Diploma in Accountancy

#### Where is your company located?

Johannesburg and Cape Town

#### The company offers the following:

Internships

#### Do you have a Graduate Recruitment Programme?

Yes

#### How can Graduates apply?

On-line at [www.rsmza.co.za](http://www.rsmza.co.za)

#### What is the application deadline?

31 October 2020

#### Please provide the contact details for application:

[marita.cloete@rsmza.co.za](mailto:marita.cloete@rsmza.co.za)

#### What is your company's website address?

<https://www.rsm.global/southafrica/>

## PRICEWATERHOUSECOOPERS SERVICES (PTY) LTD

### DEGREES SOUGHT

- For CA = Post-graduate qualification CTA or equivalent
- For SAIPA = SAIPA accredited BCom degree containing Financial Accounting, Management Accounting, Taxation, Auditing or Internal Auditing, Commercial or Corporate Law as subjects

#### Where is your company located?

Bloemfontein, Kimberley and Mafikeng. We also have other offices nationally (Johannesburg, Cape Town etc.)

#### The company offer the following:

- Bursaries
- Vacation Jobs (Job Shadowing)
- CA Training Contracts

#### Do you have a Graduate Recruitment Programme?

Yes

#### How can Graduates apply?

Online. [www.pwc.co.za/en/careers](http://www.pwc.co.za/en/careers)  
Once on the page, navigate to "students" then to "register and apply". All our available programmes will be there.

#### What is the application deadline?

Closing dates are all listed on each job advert

#### Please provide the contact details for application:

All candidates will be contacted via the careers portal

#### What is your company's website address?

[www.pwc.co.za](http://www.pwc.co.za)

## SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS

### DEGREES SOUGHT

- BAcc

#### The company offers the following:

- Bursaries
- Articles

#### Do you have a Graduate Recruitment Programme?

Yes

#### How can Graduates apply?

Online

#### What is the application deadline?

31 July 2020

#### Please provide the contact details for application:

<http://qa.thuthukabursaryfund.co.za/>

#### What is your company's website address?

[www.saica.co.za](http://www.saica.co.za)

Or

<http://qa.thuthukabursaryfund.co.za/>

## SDK CHARTERED ACCOUNTANTS (SA)

### DEGREES SOUGHT



- BCom Chartered Accountancy
- Hons. BCom Chartered Accountancy
- BCom. Financial Accounting
- Hons. BCom. Financial Accounting
- BCom. Management Accounting
- Hons. BCom. Management Accounting

### Where is your company located?

Durbanville, Western Cape.

### The company offers the following:

- Vacation Jobs
- Internships

### Do you have a Graduate Recruitment Programme?

Yes

### How can Graduates apply?

By sending your CV, academic record, matric certificate, ID and drivers licence to [hr@sdkca.co.za](mailto:hr@sdkca.co.za)

Alternatively you can apply on our website: [www.sdkca.co.za](http://www.sdkca.co.za).

We're also on SuitUp.

### What is the application deadline?

31 October 2020

### Please provide the contact details for application:

[hr@sdkca.co.za](mailto:hr@sdkca.co.za)/ 021 970 4600

### What is your company's website address?

[www.sdkca.co.za](http://www.sdkca.co.za)

## SNG GRANT THORNTON

### DEGREES SOUGHT



- B Comm (Chartered Accounting) Hons.
- B Comm (Financial Accounting) Hons.

### Where is your company located?

Nationwide in:

Johannesburg; Pretoria; Durban; Cape Town; East London; Kimberley; Mahikeng; Rustenburg; Bloemfontein; Qwa-Qwa; Nelspruit; Polokwane; Thohoyandou

### The company offers the following:

- Bursaries
- Scholarships
- Vacation Jobs
- Internships

### Do you have a Graduate Recruitment Programme?

Yes

### How can Graduates apply?

Via email: [Charmaine.Naude@sng.gt.com](mailto:Charmaine.Naude@sng.gt.com)

Visit our website: [sng-grantthornton.co.za](http://sng-grantthornton.co.za)

### What is the application deadline?

31 July 2020

### Please provide the contact details for application:

[Charmaine.naude@sng.gt.com](mailto:Charmaine.naude@sng.gt.com) for Rustenburg or Mahikeng office

### What is your company's website address?

[sng-grantthornton.co.za](http://sng-grantthornton.co.za)

## STRACHAN & CROUSE

### DEGREES SOUGHT



- o B Com Chartered Accountancy
- o B Com Hons Chartered Accountancy

**Where is your company located?**  
Hatfield, Pretoria

**The company offers the following:**  
SAICA Articles

**How can Graduates apply?**  
Website/email

**What is the application deadline?**  
15 November 2020

**Please provide the contact details for application:**

Gert Meiring – 012 430 3420

**What is your company's website address?**  
[www.strachancrouse.co.za](http://www.strachancrouse.co.za)

## THE SMALL ENTERPRISE FOUNDATION

### DEGREES SOUGHT



- o Social Sciences,
- o Business Administration,
- o Economics,
- o Bcom Commerce,
- o Development Studies,
- o Statistics,
- o Auditing,
- o Human Resources Management,
- o Bachelor of Science,
- o International Relations and Information Technology.
- o Project Management,
- o Honours and Master's Degree will be an added advantage.

**Where is your company located?**  
Our company's head office is in Tzaneen. We have another office in Johannesburg and branches in couple of provinces as follows: North West; Eastern Cape; Limpopo; Mpumalanga; Kwa Zulu Natal and Gauteng.

**The company offer the following:**  
Graduate Programme

**How can Graduates apply?**

Email the following documents to [HRmanager@sef.co.za](mailto:HRmanager@sef.co.za) or [nteseng.modisadife@sef.co.za](mailto:nteseng.modisadife@sef.co.za)

1. One page cover letter
2. Curriculum Vitae
3. Academic Transcript

**What is the application deadline?**  
31 August 2020

**Please provide the contact details for application:**

Landline: 015 307 5837 (Reference person: Nteseng Modisadife)

**What is your company's website address?**  
[www.sef.co.za](http://www.sef.co.za)

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 [www.fnbgrad.mobi](http://www.fnbgrad.mobi)

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