



CAREER GUIDE 2018 | 2019



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*Banker Magazine, 2018.

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PROF ROBERT BALFOUR'S WELCOME NOTE



Welcome to the 2018 Career Guide! The NWU strives to connect you with opportunities as well as possibilities in terms the world of work. We hope that you will find the Guide useful as you think about the career that is right for you. The world of work today is full of exciting opportunities, with careers that continually change and develop as our world confronts new challenges, and as knowledge continues to develop at an increasing pace. Whatever career you choose at this point in your life, remember that it is only the beginning of an exciting journey in your career development. You probably will work for different employers, may follow a number of different careers and could work in various parts of the world. You may also work for different types of employers, such as the public and private sectors, NGOs and intergovernmental bodies. So as you embark on your professional career, I encourage you to be ambitious – do not limit yourself to what you already know. Explore new possibilities; be prepared to take on opportunities and challenges that you may never have considered. The world of the 21st century belongs to people who are innovative lifelong learners, who keep on learning, growing and exploring. As graduates of the NWU your commitment to building our society is as important as your knowledge and skills, and that passion makes our graduates very attractive to potential employers, who are keen also to play a role in communities and promote the values associated with social justice and responsible and participatory citizenship.

Prof Robert. J Balfour
DEPUTY VICE-CHANCELLOR:
TEACHING - LEARNING

This Career Guide introduces you to a variety of employers in your field of study; who are looking for bright well-qualified people like you. They are interested in your knowledge and skills, but also in the unique contribution that you can make to helping companies to be great places to work. Find out more about them, the career opportunities that they provide, and their plans for the future.

I hope that the Career Guide will help you to choose a career that is right for you, and that will help you to achieve your full potential. Remember that the Career Centre on your Campus is there to help you, and offers a range of services and resources that will support you in making an informed career choice and in landing that job that is right for you. If you are not already in touch with your Career Centre, why don't you visit the friendly staff there and find out more about how they can support you?



“Thanks to the opportunities on BLAST I have been able to build my knowledge of advanced technology through active involvement with the Platinum processing facilities. I am currently based in Chile, contributing to an exciting Life of Mine modelling project.”

~ Lomé Dreyer
Process Engineer
Bachelor of Chemical
Engineering



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INTRODUCTION TO THE 2018 / 2019 CAREER CENTRE CAREER GUIDE

What we do

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

The team

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

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

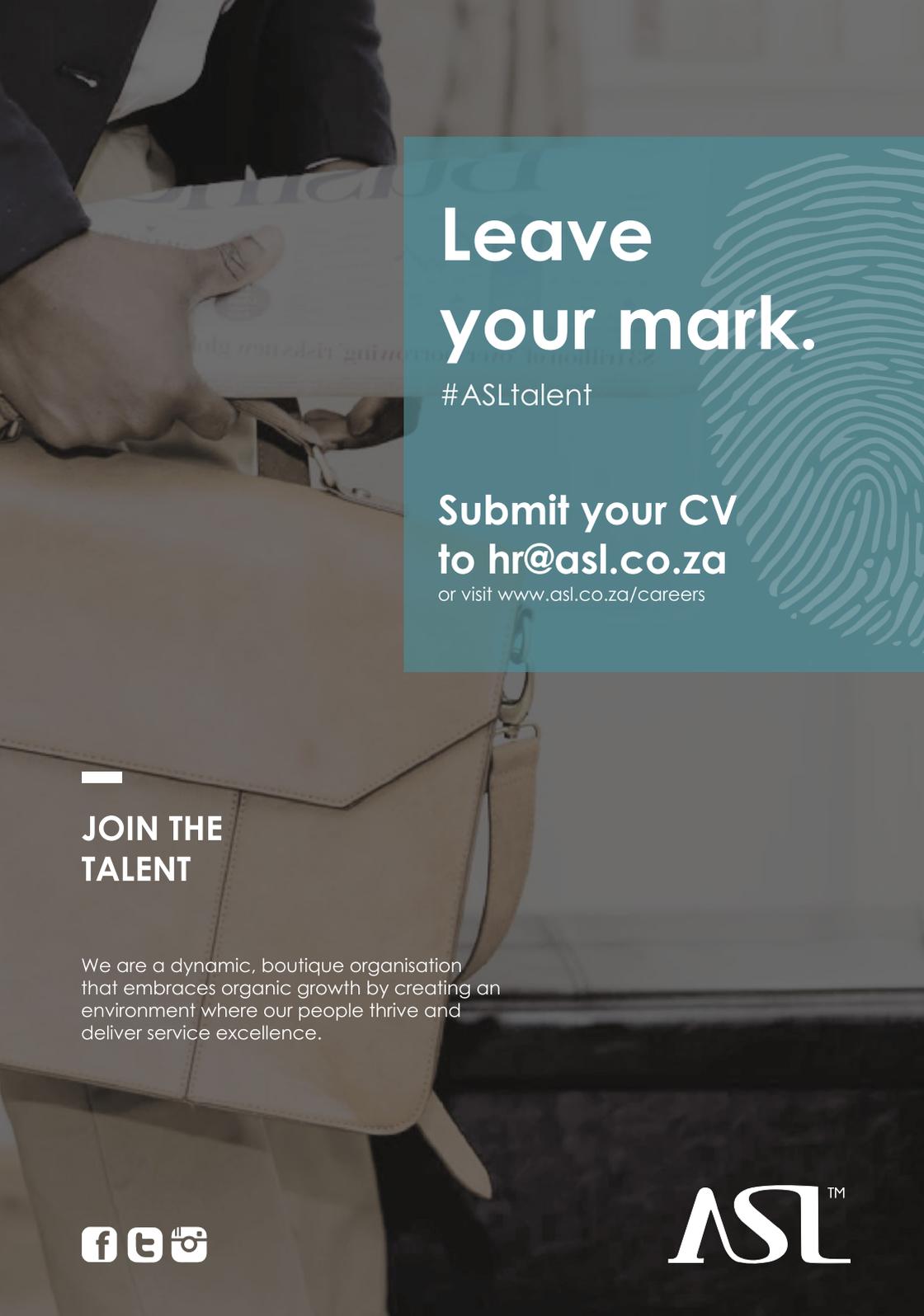
Tshepiso Mothupi Campus Liaison Officer

Vaal Triangle Campus
Building 13, SL333
016 910 3040
tshepiso.mothupi@nwu.ac.za

Office hours

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

For more information visit our website:
www.nwu.ac.za/career-centre



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to hr@asl.co.za**

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ASLTM

ACADEMIC DEVELOPMENT CENTRE

MAKING A DIFFERENCE – 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.

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

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

THE FOLLOWING SERVICES ARE PROVIDED:

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

ENQUIRIES:

Academic Development Centre (ADC)

NWU, Mafikeng Campus

Building A3 Block D

Tel: 018 389 2058

Fax: 018 389 2430

Email: Ellen.Materechera@nwu.ac.za /
16118243@nwu.ac.za

STUDENT COUNSELLING AND 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

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

PERMANENT STAFF

Manager (Acting): Harm Stavast
Senior Psychologist: Dr Sydney Vos
Social Worker: Ms Maggie Matsaneng
Industrial Psychologist: Ms Elette van den Berg
Accessibility Technologist: Mr Hendrik Steyn

Building 13, SL 331
016 910 3195

What is student counselling and development?

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

What services do we offer?

- Individual psychotherapy and counselling
- Life skills and personal development;
- Social Support Services, including HIV/Aids programmes and Meal-a-Day;
- Psychometric assessments for both prospective

and current students;

- Career guidance and counselling;
- Enhancing the "First Year Experience", adjustment to campus life, and general development for first-time entrants;
- Support for students with disabilities;
- Thuso 24hrs Crisis Centre.

What services does the Career Centre offer?

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

- Closing the employer and graduate gap;
- Enhancing the “Final Year Experience”.

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.

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

Do you feel your life is not worthwhile?

What is the Disability Office?

The Disability Office in Student Counselling and Development plays an advocacy and support role. All students with physical and psychological challenges are invited to come and talk to us. We offer disability related support and accessibility assistance to all implied students.

What can the HIV Coordinator do for you?

- HIV/AIDS counselling.
- Addressing stigma of HIV;
- Substance abuse programs and support;
- Addressing Sexuality issues;
- Women empowerment;
- Men empowerment.

STUDENT COUNSELLING AND DEVELOPMENT

POTCHEFSTROOM CAMPUS

Student counselling and development (SCD)

Do you experience

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

Or do you need help with:

- extended examination time;
- time management;
- study methods;
- stress handling;
- life skills; or
- conflict handling

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

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

Services that are offered, are among others:

1. Career and course counselling

The Student counselling and development of the North-West University is an official department that can help students to make responsible career and course choices, with the aid of psychometric tests. The abilities, interests, personality, study habits and attitudes

of students involved in the process. Students may also be assisted with the revising of their curricula and career choices if they encounter problems during the course of their studies.

2. Development and enrichment

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

3. Student Support System (SSS or SOS)

SOS is a system in which students in residence context receive peer helper training in order to guide students with interpersonal problems. The main task of the peer helpers is to give support to students and to refer them to the appropriate support services.

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

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

Enquiries

Potchefstroom Student counselling and development (SCD)

Building F18 (straight across the auditorium)
2 Hoffman Street

Tel: 018 299 2893; Fax: 018 299 4077

Email: izelle.muller@nwu.ac.za

Crisis line: 018 299 1777

Office hours

Monday – Friday: 8:00 – 16:30

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

The Institute for Psychology and Wellbeing (IPW)

- Therapeutic assessment and intervention: Psychotherapy and counselling, psychiatry, speech therapy, including standard

psychometric and neuropsychological evaluations; therapeutic and psychological intervention; psychiatric assessment, and speech therapy.

- Training: Professional training including matters pertaining to continued professional development, academic training in cooperation with the Psychology Department at the NWU at undergraduate and postgraduate levels.
- Preventative and performance services including community programmes; corporate wellness and resilience programmes; elite sport psychology (teams and individuals).

JCC (E8) Room 230 Tel: 018 299 1737

The social worker offers the following services:

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

Building: E14, Tel: 018 299 1919

HIV & AIDS programme

**HIV counselling and testing;
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)

Education and training

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

LGBTIQ+

**Health and wellness for students
Community engagement**

Building E14:

Mario Chauque

HIV & AIDS Program Coordinator

Tel: 018 299 4382

**The Unit for Students with
Disabilities (USWD)**

**Aims to support students with the following
disabilities:**

- Visual disabilities
- Physical disabilities
- Hearing impairments
- Speech impediments
- Psychological impairments
- Temporary disabilities

The USWD is at:

Building: E14, Tel 018 299 4431

Health-Care Centre

Services:

- Diagnosis and assessment of lifestyle diseases, like TB, diabetes mellitus, asthma, epilepsy, minor illnesses/injuries, etc.

- Emergencies.
- Immunisation programme.
- Reproductive health including pregnancy testing, family planning, prenatal/postnatal care, and sexually transmitted diseases.
- HIV testing and counselling.
- Creating awareness of general health-related issues like rape, alcohol and drug abuse, gender equality, etc.
- Special support services.

A nominal consultation fee is charged (discounted fee/free consultation in case of emergency)

Building E16, Tel: 018 299 4345

Financial Support Services

Services:

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

Building F19, Tel: 018 299 2045/46

Academic Support Services

Reading laboratory tel: 018 299 2902

Services:

- Reading enhancement laboratory identifies problems with:
 - concentration
 - memory
 - reading speed
 - other learning and reading difficulties
- Learning and reading skills development:
 - to promote successful studying

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



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TO ENTER PLEASE CHOOSE ONE OF THE FOLLOWING TOPICS AND SUBMIT AN ESSAY OF 1 000 WORDS

- 01 Many leaders claim that they want the utmost ethical standards upheld by those they lead, but are shocked to discover that even with the best intentions their leadership style is corrupting those in their organisation. **As a future business leader, how would you ensure that your leadership choices do not inadvertently encourage misconduct and bureaucracy?**
- 02 The leadership of SAICA said in Parliament that Mandatory Audit Firm Rotation will not address the problems of transformation, market concentration and the independence of the profession. **In your opinion, what are more effective steps the profession could take to address these problems?**
- 03 SAICA believes it's important for CAs to grow not just the South African economy but also the economy of the city/town from where they come. **In your opinion, what contributions do you believe a CA(SA) could make to better the community from where he/she comes from and how would you go about doing this?**

Email your submissions to slscompetition@saica.co.za.

The closing date for submissions is **24 August 2018**.

Please include the following details: (The information below is compulsory and must be included in your essay format)

**First Name | Surname | Contact Number/s | Name of University | Name of Degree
Student Number | Email Address | Essay Word Count**

Should you have any queries please contact Teboho Moephudi on +27 11 621 6672 or tebohomo@saica.co.za.

** The Student Leadership Summit is only open to students who are studying towards a BCom CA-stream qualification at SAICA-accredited institution.*

The South African Talent Survey 2017

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

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

PROFILE OF NWU RESPONDENTS



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



NWU students identified **KPMG, Google, CSIR, Sasol** and **PwC** amongst their **Most Attractive Employers of 2017.**

The top communication channels for NWU students to learn about potential future employers are social media, employer advertisements on TV and Employer websites.



Look out for the next **South African Talent Survey** running from August to March!



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NWU ALUMNI GALLERY



Mr Tebogo Manete

Job title? Where do you work?

I work at Standard Bank

On which campus did you study and when did you graduate?

I studied on the NWU Vaal Campus and graduated on 21 May 2017.

What qualifications do you have?

MCom Economics

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

After completing my undergraduate degree, I had about three telephonic interviews; during my postgraduate degree, I did not have any interviews until I obtained my Masters degree, after which I had about six interviews.

What was your first interview like?

It was nerve racking, but great. I was completely honest and sincere during my interview, and that seemed to work for me. I ended up taking the job I had my first interview for.

What would you say is the most important thing when going into an interview?

It was good; the interviewers were really interested and polite. However, I feel that I could have done more to prepare for that interview. Some of the questions asked were beyond the scope of my preparation. It was

after a few more interviews and preparation with the assistance of Ms. Elette van den Berg that I understood what interviewers are looking for and that, as an individual, you are there to sell yourself. They want to know more about you than the information given on your CV.

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

Prepare by doing research about the company and knowing the values of the establishment; basically, show an interest in the company.

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

The university shaped me into a leader who is proactive and has a high EQ. I learnt to work very well with people and established other strengths I have, but never knew about. The NWU strives to create not only competent alumni academically, but people who will be able to fit very well into the corporate world. Remember that the corporate world is very different from the student life. The environment and student programmes such as the student leadership, mentoring, SI and sports sessions all shape individuals in a good way.

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

Be yourself; as much as you are looking forward to enter the market, the market is looking forward to what you can offer. Do your work timely and properly. Moreover, have integrity and confidence, but do not be arrogant. The



most important attribute is to have a backbone, because it is challenging out there.

Miss Pamela Rielander

Job title? Where do you work?

I am the HR coordinator at Christian Art and CUM Books Head Office.

On which campus did you study and when did you graduate?

I studied on the Potchefstroom Campus and graduated in 2015.

What qualifications do you have?

- BComm HR
- BComm HR Honours
- Postgraduate Diploma in Disaster Risk Management

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

I was invited to three interviews.

What was your first interview like?

It was terrible! The interview was in front of a panel of 10 people. It felt like I could not even remember my own name and everyone was staring me down.

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

You must look the part, be honest, be yourself and be prepared.

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

Yes, it was difficult getting into a routine of being at work, not being able to take a nap and having grown-up responsibilities and bills to pay.

Suddenly you have to take others into consideration at your workplace, you have to follow the rules and regulations of the company and deliver a certain standard of work. You realise that you're an important part of a functioning team and people are depending on you. It is a lot to take in with your first real job.

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

I use interpersonal skills, time management, communication and a positive attitude.

What do you enjoy most about your job?

I love my job, because people care about me and my personal growth. I also love being able to share ideas and being part of a supportive team. Each day is different with new challenges.

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

Yes, I face challenges constantly, but handle them by prioritising and doing important tasks first, asking for assistance when needed, and discussing challenges to get everyone's viewpoint on how to approach it.



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

I enjoyed socialising with friends and events such as Varsity Cup Rugby, JOOL and Aardklop.

Would you have done anything differently?

I would have stayed longer.

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

You need to have a good CV to start with. Visit the Career Centre on your campus so they can assist you with compiling a CV and preparing for an interview.

Keep an open mind when entering the job market; your first job might not be your dream job. Only apply for jobs if you meet the requirement stated on the advert.

Miss Jeanice Fourie

What is your job title? Where do you work?

I'm currently a kindergarten teacher for Laowai in Chengdu, China.

Which campus did you study on and when did you graduate?

I studied on the Potchefstroom Campus and graduated in 2016.

What qualifications do you have?

I have two bachelor degrees, namely BA Languages and BA tourism management.

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

I had only one interview!

What was your first interview like?

I found it stressful but exciting; overall, it went very well.

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

Research the company you are applying at.

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

It took some time to get used to the new schedule, but other than that, it wasn't too difficult.



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

I use communication skills, teamwork and problem solving each day.

What do you enjoy most about your job?

I love to see the children grasp the concepts that I am teaching them, and the fact that I can be quite silly when playing with the kids!

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

Of course there are problems, as every job has its challenges. I find that keeping the lines of communication open is the best way to resolve any issues.

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

I enjoyed the atmosphere on campus and making friends from all over the country.

Would you have done anything differently?

Yes, I would have done my PGCE before I left Potchefstroom.

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

Personalise your CV for the company you are applying at.

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

I have learned to be more outgoing, inventive and balanced. I have improved my leadership and communication skills as well.

Mr John Nchoe

Which campus did you study on and when did you graduate?

I studied on the NWU Mafikeng Campus and graduated in 2013.

What qualifications do you have?

I have a BA in Arts and Communication and am currently busy completing my BA Honours in Arts and Communication.

What is your job title? Where do you work?

I am a liaison officer for the NWU Mafikeng Career Centre.

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

I went to three job interviews and two auditions.

What was your first interview like?

It was scary and did not go well, because I was very nervous. I think it was a blessing in disguise, because I then volunteered to work and learn at the Career Centre on the Mafikeng Campus.

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

Preparation and research about the company

you applied for, because one needs to know their capabilities and skills very well.

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

Not really, because I have learned about professionalism while I was a student. I volunteered on many platforms: I was the campus student paper entertainment editor, whilst also writing for the campus website and handling campus social media. Therefore, when I moved into the office, I just adapted to a new official working environment.

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

I use both verbal and non-verbal communication skills, time management skills, creative thinking, people skills and strategic thinking.

What do you enjoy most about your job?

I never get bored and work with an amazing team who are always willing to listen and help. They keep me on my toes, helping me to explore my creative thinking capabilities.

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

Challenges are part of our lives. We just need to know how to handle different situations and we always need to remember that for every challenge, there is a learning experience.

What did you enjoy the most about your

time at the NWU?

When I worked for the Marketing and Communications Department as a photographer, I loved the traveling part. Being exposed to endless opportunities such as funding, different student social societies and being popular on campus came in handy, as it worked to my advantage.

Would you have done anything differently?

Nope, except the academic part; I would have spent more time on my studies, worked harder and gone to the gym (hahahaha).

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

Apply for a job you would love to do with eyes closed, a job that will give you a reason to come early to work and that will be easy to respect and you would love doing, going the extra mile without any supervision.



Mr Nhlamulo Shingange

What is your job title? Where do you work?

I am a junior application developer at Brolink.

Which campus did you study on and when did you graduate?

I am studying on the NWU Vaal Triangle Campus and am graduating in 2018.

What qualifications do you have?

I am studying towards a BSc degree in Information Technology.

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

I attended more than three interviews, but didn't get a job offer from any of them. I then went to the NWU Career Centre, where I learned a lot about interviews and job seeking. They patiently started from scratch with me and showed me how to write a professional CV, how to introduce myself, how to answer questions and what to ask during an interview. I followed their steps and got interviews from companies (such as Investec and Standard Bank) that rejected my applications the previous year. During the interviews, I continued to follow the lessons I learned from the NUW Career Centre and got a permanent job as an application developer during my final year of study.

What was your first interview like?

I was very excited to receive an invitation for an interview for the first time in my life. I felt as if I have reached my destiny. After the interview, it seemed to me that I had answered everything correctly and this gave me much more confidence about the job. I started imagining myself working for that company and setting goals for the coming year with the new job. One week later, I received an email of rejection! It made me feel so weak, because I was counting on the job and was sure that I have nailed it.

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

Enough preparation is needed before going to an interview; this includes revising your study concepts, revising short lessons about conflict handling, doing research about the job and research about the employer. Some of this can be achieved by consulting (through LinkedIn) people who have worked, or are currently working, for the employer.

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

I started working while I had one outstanding module, which I then had to put on my priority list. I would come back from work very tired and still needed to give this module some time. Beside this drawback, I enjoyed what I used to do every time I got to work. Being a young professional entails a lot of responsibility with very limited time to do other things.



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

Problem solving: We get different problems every day that need to be solved in a way that is different from the one we used in the past.

What do you enjoy most about your job?

As a developer in the insurance industry, I solve problems from two different departments, namely Claims and Underwriting. This gives me insight into what is happening in these two departments, and it also educates me about insurance as a whole.

Mr Ramafoko Odirile

On which campus did you study and when did you graduate?

I am currently busy with my PhD in Animal Health on the NWU Mafikeng Campus.

What qualifications do you have?

BSc in Animal Health, North-West University, Mafikeng Campus (2012)

BSc Honours in Animal Health, North-West University, Mafikeng Campus (2014)

MSc, majoring in Clinical Veterinary, Jilin Agricultural University, China

What is your job title? Where do you work?

I work in the NWU animal hospital as an animal health technician.

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

I went to two job interviews.

What was your first interview like?

It was a scholarship interview at UNISA, which went fairly well, as I was well prepared for it. I used apps from the internet and videos on YouTube, with a bit of help from the Career Centre Mafikeng Campus.

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

One needs to be well prepared. Do your research about the company you applied for, know your capabilities, be able to sell yourself and be flexible to answer any question honestly.

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

Not really; while I was a student, I was one of the student assistants. During this time, I learned a lot about professionalism and separating myself as a student from my fellow students so that when I got a job, I just implemented what I have learned.

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

I use communication skills with clients and animals, as well as time management and my understanding of and love for animals.

What do you enjoy most about your job?

I love animals and it is a great feeling to see them happy and healthy. Since I was a child, I was surrounded by animals, so to me, it is natural to enjoy my job.

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

-Yes; finding a balance between my PhD studies and work is challenging.

-To deal with different people who don't love or take care of their animals is an even bigger

challenge. Some people, for example, wait a long time to bring their sick animals to you, by which time it is too late to save them and when their animals' lives cannot be saved, they point the finger at you.

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

I had the time of my life! I learned a lot about myself, my capabilities and my fellow students from different cultures, but what I enjoyed the most were the exposure and endless opportunities the Campus offers. I was also very fortunate to discover my leadership skills and academic capabilities.

Would you have done anything differently?

No! I have no regrets.

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

Respect your profession and respect time. The journey to success requires sacrifice, diligence and perseverance.

Additional information

The time one has in the university environment requires one to use time wisely with laser focus. I completed my BSc in Animal Health at the North-West University, Mafikeng Campus, in 2012, after which I attained a BSc Honours degree in Animal Health in May 2014. After my honours degree, I took a DAFF-China Masters scholarship from the Department of Agriculture,



Forestry and Fisheries at Jilin Agricultural University (Changchun, P.R., China), majoring in Clinical Veterinary, with research based on public health and mastitis control. I am currently busy with my PhD in Animal Health and work in the NWU animal hospital.

I first started using the Career Centre when I was the NWU Golden Key Chapter President (2013). At this time, we did a leadership seminar that was held at the Career Centre. Through the years, I have learned a lot of skills from the staff, programmes offered and reading materials available in the office. The Centre did not only help me with the writing of my curriculum vitae, but also with interview preparations and time management. The rewards of this help are clearly visible. The training I got from the Career Centre made my stay in China, where I was attending with students from all over the world with different cultures and religious beliefs, very easy.

I therefore recommend the Career Centre of the NWU Mahikeng Campus to all students. The friendly, expert staff are always there to assist and can provide support material available in the office.

Mr Sam Junior Mbatha

What is your job title? Where do you work?

I am a social/digital media marketer at the NWU.

Which campus did you study on and when did you graduate?

I am a final-year student on the Mafikeng Campus.

What qualifications do you have?

I have a Bachelor of Arts in Communications, majoring in Broadcast Journalism & International Relations.

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

I've been fortunate, because I've never been to any job interview. Opportunities have been presenting themselves to me; I have been going the extra mile and pitched ideas to people.

What was your first interview like?

I have never been to any. Hahaha!

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

Most important of all is to look the part. As the saying goes, first impressions last longer and count the most. Do research on the company and know what is required of you in that specific job; in other words, be well informed.

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

Your priorities shift; you become savvier with your finances and you make more mature and better decisions.

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

Communication skills. You have to be competitive, because social media is dynamic and you can be replaced any day. These days, everyone is a digital native and good in this space.

What do you enjoy most about your job?

It's flexible. You can work from home or on your own device. You work basically in your comfort zone.

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

Yes, I do face challenges; finding the balance between my studies and work is the biggest one at the moment. Social media jobs are quite demanding: You have to be on your phone 24/7, monitoring possible crises, and you are practically married to the brand, meaning that you cannot separate your own narrative or opinion from that of your organisation or the brand you are working for.

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

I enjoyed the opportunities it constantly presented to me.

Would you have done anything differently?

No!

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

When you do what you love, everything else comes naturally. Follow your heart, work hard and keep God your first priority.

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

Time management, the importance of keeping deadlines and independence.

NWU ALUMNI GALLERY

Mr Deon Jacobs

FNB Process Engineer
Studied BEng Mechanical Engineering

What is the company culture like at FNB?

The culture at FNB is very colourful and refreshing. FNB drives innovation and everyone is helpful, and the best part is that customers get to experience that. Management are open-minded and understanding. Titles are not thrown around, and there is mutual respect and an open-door policy.

What are the people like at FNB?

So far, I would describe them as good “team players”. They’re very helpful, understanding, patient, hardworking and hungry to improve.

Please describe the most interesting day you’ve had since joining the bank?

On our first day, the CEO of our business unit invited us to meet for coffee as a welcome to the bank.

What has been your most memorable moment at FNB up until now?

On Fridays, there is an exciting atmosphere all around the office and social events are planned by the head team members, for example, playing 30 seconds.

My advice to students entering the job market:

Whenever a task is available, try to grab instead of sitting quiet. Keep a diary or notepad where you enter milestones achieved every week.

University gave you theory; work is going to give you something entirely different, so stay humble and realise your first job is going to be largely about learning.

What surprised you most about entering the working world?

Coffee shops and happy hours may be as important as meeting rooms.

What would you have done differently during your years at University?

I would’ve liked to spend less time watching series and partying and more time reading books about the people I admire.



Mr Tristin Bensch

People Intelligence SQL developer
Studied BSc Information Technology (IT)

What is the company culture like at FNB?

As time passes I'm finding myself describing FNB as a family. It's a trusting environment where growth and success are not only encouraged but strived for. People support one another and innovation is encouraged throughout the business.

What is exciting about work?

I never thought I'd say that I enjoy going to work, let alone that I actually look forward to going back to work, but I do. I wake up with excitement because I know there's a lot out there for me, I just need to be willing to look for it. FNB gave me the chance to do what I love and that alone is exciting.

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

There's no doubt that FNB is the most innovative bank out there. What better place to work than a company that encourages innovation and improvement in all fields. IT and Artificial Intelligence are big focus areas.

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

FNB grads are placed into branches across the country to identify and solve issues. My first day in the branch was so chaotic, it was blissful. I learnt so many new things and met so many people it was unlike anything I've ever experienced in my life.

What cool projects are you working on at the moment?

A server-to-server data push that uses multiple technologies to cut out the middle man. This may sound mundane but it's actually really innovative. Server to server data pushes have never been done before so it's a great testament to how FNB is leading the industry in terms of technological automation.

What surprised you most about entering the working world?

I thought the working world was a super formal place where mistakes are the be-all-end-all. I couldn't have been more wrong. While there is a time and place for that sort of thing, it's mostly less formal and more about self-improvement.

What would you have done differently during your years at University?

If there is one thing I would've done more of, it's to participate in class discussions more often. I was always so afraid of being wrong and making a fool of myself that I didn't consider that being wrong would lead me to the right answer. It's the best opportunity to learn.



NWU ALUMNI GALLERY

Miss Zihle Maseko

Risk Analyst and Graduate Trainee
Studied BSc. Information Technology

What is the company culture like at FNB?

The FNB company culture is open-minded, entrepreneurial, innovation driven, and growth-orientated, and there's a reasonable amount of freedom here.

FNB values bright minds for their different way of thinking, and as a prospective graduate at FNB next year, you may be given the opportunity to present your groundbreaking ideas to the executive team. The people are friendly and always willing to help.

What is exciting about work?

The freedom to shape your own career path within the bank. There's a myriad of opportunities here and if you don't have the willingness to grow, you can get stuck in one job for too long. There's always something challenging to be a part of which allows you to ultimately make a difference within the bank and its customers lives.

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

I wanted to be in a competitive environment with great opportunities for learning and growth. At FNB you get rewarded for your achievements, and I believe that creates a competitive yet positive atmosphere around here.

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

The day of our Service Immersion graduate

project presentations. It was interesting having each team present their ideas and solutions to the managers of the branches, but above that I realised that us millennials with a more digital mindset are starting to find our place in this industrial world. We are given opportunities to express ideas we have to shift the world to a completely digital one, which we believe is possible.

What cool projects are you working on at the moment?

I'm currently working on FNB 3.0, this is one of the bank's coolest projects as it focuses on transforming the way banking has traditionally been done. I get to be part of a community of people shaping the Fintech industry.

My advice to students entering the job market:

If you're lucky enough to know exactly what you want to do (as was the case with me), start preparing for it and do research to find out about the different options available in your desired field of work.



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

“BELIEVE IN YOURSELF AND ALL THAT YOU ARE. KNOW THAT THERE IS SOMETHING INSIDE YOU THAT IS GREATER THAN ANY OBSTACLE.”

Christian D. Larson

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/

www.resumecoverletterexamples.com/

www.bestcoverletters.com/

www.resume-resource.com/covers.html

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

www.nothingbutcoverletters.com/

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

<http://workbloom.com/cover-letter/cover-letter-samples.aspx>

“JUST DON'T GIVE UP TRYING TO DO WHAT YOU REALLY WANT TO DO.”

Ella Fitzgerald

THE ULTIMATE MARKETING TOOL – YOUR CURRICULUM VITAE



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

- **Personal details:** Your name and surname should be prominent and could even be the title of the document. Telephone numbers should be current. If you use an informal or comical e-mail address, you may wish to create a new e-mail address that includes your name. It is not always necessary to include information relating to your nationality, age, sex, marital status, languages or health. Ensure that you are easily contactable at the address you provide and, if applicable, include information regarding your driver's licence.
- **Career objective:** An objective gives focus to your CV – the reader will know immediately what you are looking for and if you are a good candidate for the advertised position. This is the section in which you must state your career focus and impress the reader with your achievements and strengths.
- **Educational information:** List brief details of your academic qualifications, starting with the most recent achievement/qualification. List the degree, diploma, matriculation as well as the year and name of the institution. The older you are, the less important your school information will become. It might not be necessary to include the school subjects. Indicate your interest for the immediate future. What are you looking for now? It is also important to include everything you achieved while you were studying. List competitions won, awards received and leadership positions you served in, e.g. chairperson of committees. End this section with a short sentence about the extracurricular activities that you participated in.
- **Work-related experience:** List your most recent experience first, continuing in reverse chronological order. Use short sentences, positive language and highlight relevant achievements. Mention the positions you held and companies you worked for, including the dates. Ensure that you include your part-time, volunteer and vacation work. Mention in detail the skills, abilities and experiences you acquired during your work. Because you want the reader to find information quickly, you will need to organise your experiences in categories. Possible category headers are the following: Relevant experience, Volunteer experience, Teaching experience, Lab experience, Community service, Clubs / Organisations, Awards, and Other achievements.
- **Skills:** It is important to match your skills to the job you are applying for. A CV that highlights relevant skills and experience will boost your chances of getting an interview. If you are going to apply for different jobs, you should tailor your CV to each job. Detail specific skills you have gained and also their relevance to the job you are applying for. The ability to work on a computer is a key skill. List all the programs you are able to work with, as well as your proficiency level on each program.
- **References:** If this is your first job, it would be wise to nominate tutors or mentors as

your references. Always verify that references are willing to provide information about you before you include them in your CV. Your references should be able to answer questions on your achievements, work ethics and personality.

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

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

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

DOS & DON'TS

CV DON'Ts

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

CV DOS

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

CURRICULUM VITAE EXAMPLE



AWESOME STUDENT

084 778 1234 · awesome.student@gmail.com

Postal Address: PO Box 1234; Mafikeng; 2531

1. PERSONAL INFORMATION

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.

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

4. ACADEMIC BACKGROUND

- 4.1 List qualifications starting from highest and include only the subjects which are necessary. Refer to academic record for all subjects.
- 4.2 Other courses attended and skills obtained.
- 4.3 Academic Achievements.

5. (LIFE) EXPERIENCE

Remember: "VERBS & CONTEXT"

Typical headings are given below. It will be unique in your situation, as explained in the CV workshop by the Career Consultant.

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

6. WORK EXPERIENCE

Name of employer; period, job title AND a description of what you did.

Remember: "VERBS"

7. REFERENCES

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

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

BE CONCISE

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

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

CURRICULUM VITAE

CHECKLIST



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

Your CV in General

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

Your Educational Information

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

Your Work Experience and Skills

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

Your References

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

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

WHAT DO EMPLOYERS WANT?



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

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

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

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

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

prepared to invest your best effort in making a success of it.

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

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

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

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

The author adds the importance of having the right attitude to the above four skills. The right attitude includes being passionate, focused, driven, committed, willing, determined, motivated, adaptable and devoted, as well as reliable and polite. (For more on attitude, please refer to the article *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.

“...great employees are reliable, dependable, proactive, diligent, great leaders and great followers...”

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

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

Here are eight qualities of such remarkable employees:

1. They ignore job descriptions. The smaller the company, the more important it is that employees can think on their feet, adapt quickly to shifting priorities and do whatever it takes, regardless of role or position, to get things done. When a key customer’s project is in jeopardy, remarkable employees know without being told that there’s a problem and they jump in without being asked – even if it’s not their job.
2. They’re eccentric... Remarkable employees are often a little different: quirky, sometimes irreverent, even delighted to be unusual. They seem slightly odd, but in a really good way. Unusual personalities shake things up, make work more fun, and transform a plain-vanilla group into a team with flair and flavour. People who aren’t afraid to be different naturally stretch boundaries and challenge the status quo, and they often come up with the best ideas.
3. But they know when to dial it back. An unusual personality is a lot of fun... until it isn’t fun anymore. When a major challenge pops up or a situation gets stressful, the best employees stop expressing their individuality and fit seamlessly into the team. Remarkable employees know when to play and when to be serious; when to be irreverent and when to conform; and when to challenge and when to back off. It’s a tough balance to strike, but a rare few can walk that fine line with ease.
4. They publicly praise... Praise from a boss feels good. Praise from a peer feels awesome, especially when you look up to that person. Remarkable employees recognise the contributions of others, especially in group settings where the impact of their words is even greater.
5. And they privately complain. We all want employees to bring issues forward, but some problems are better handled in private. Great employees often get more latitude to bring up controversial subjects in a group setting, because their performance allows greater freedom. Remarkable employees come to you before or after a meeting to discuss a sensitive issue, knowing that bringing it up in a group setting could set off a storm.
6. They speak when others won’t. Some employees are hesitant to speak up in meetings. Some are even hesitant to speak

up privately. Remarkable employees have an innate feel for the issues and concerns of those around them, and step up to ask questions or raise important issues when others hesitate.

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

are constantly tinkering with something: reworking a timeline, adjusting a process or tweaking a workflow. Great employees follow processes. Remarkable employees find ways to make those processes even better, not only because they are expected to... but because they just can't stop believing that continuous improvement is always possible.

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

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

MOST SOUGHT-AFTER SKILLS, COMPETENCES AND TRAITS

Adaptability/Flexibility
Business acumen
Communication
Consulting
Decisiveness
External awareness
Information seeking
Integrity
Leveraging diversity
Numeracy
Planning
Resilience/Tenacity
Risk-taking
Teamwork

Analytical thinking
Career motivation
Compliance
Creativity/Innovation
Dedication/Commitment
Independence
IT appreciation
Judgment
Listening
Organisation
Problem solving
Responsibility
Sense of self
Trustworthiness/Ethics

Attention to detail
Commercial awareness
Conflict management
Customer focus
Delegation
Influencing
Instruction (give and receive)
Leadership
Negotiation
Organisational awareness
Public speaking
Results orientation
Sensitivity

10 THINGS

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.

JOIN OUR WORLD!



The Ohlthaver & List (O&L) Group hosts an intensive development program for Namibian graduates focused on attracting and retaining dynamic potential with enough passion and drive to be developed into future leaders. As Namibia's largest private employer, O&L is committed to creating a future for talented and outstanding graduates through the O&L Talent Attraction Program (TAP). TAP hosts opportunity for growth and development in various fields of expertise within the business fraternity.



Talent Attraction Program

O&L Talent Attraction Program

Tel: +264 61 207 5111 | Email: Talent@ol.na

www.ohlthaver.com | www.facebook.com/oltalent

ATTENDING THE CAREER FAIR

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

- meet people (personally or by means of a business card or brochures) with whom you can talk subsequently about career opportunities. Remember, it is always better to address correspondence or a telephone enquiry to a specific person;
- gather information about employers and form an opinion regarding the type of employers they seem to be;
- gather information about different career opportunities and posts that are offered by the different employers;
- gain knowledge regarding the various possibilities existing within the specific degree or study field(s) you have chosen.

The goal of career fairs is to give students the opportunity to:

- get in touch with potential employers and contact persons for 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 career fair?

If you want to gain the most from a career fair, you need to be well prepared in order to make a good impression. At the same time, you can evaluate companies and organisations by the way their representatives behave towards you.

- Define your goals. Think for a while what it is you want to achieve. Do you want to find a job or an internship? Are you looking for information about organisations? Do you want to build your network?
- Review and research the companies who are going to attend the fair. Visit their websites to find out who they are and what they do. Gather basic information about the company (size, organisation, location, 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.
- Customise your CV to be able to apply for any position of interest to you. Note that some employers will be accepting CV’s at the fair, while others will not.
- How will you introduce yourself? Develop a 30-second introduction to market yourself. Tell the person who you are, what makes you unique and the benefits that 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.
- Remember to pack a pen and paper for jotting down notes and contact information.

Take a portfolio to hold CV’s and company literature that you would like to collect.

- Remember, first impressions count. To obtain success, one has to dress appropriately for the occasion. Therefore, dress neatly to show the company representatives that this is an important event to you.

Don’t make the mistake of:

- not knowing what type of position you are looking for (lacking focus);
- lacking communication skills with inappropriate questions;
- asking about salary;
- not asking any questions;
- having a poor or unprofessional attitude;
- grabbing free stuff;
- not being willing to relocate;
- not bringing anything to write on;
- giving a weak handshake; and
- not taking time to fill out an application or other forms.

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 Simpletext (Macintosh) and consider the following suggestions:

- For bullets, use asterisks, plus signs or dashes.
- For underlining text, use capital letters.
- Use a line of dashes or asterisks to separate sections.
- Redo all spacing, using only the space bar.
- End each line with an 'enter'.
- Check for special characters, as they may have been translated into symbols.

Recruitment sites

Some recruitment and job websites provide electronic forms that can be used for entering your CV details. The completion of e-forms can be very time-consuming. Consider the following tips:

- Cut and paste information from your text (.txt) file, not the word processor.
- It is not necessary to complete a field unless it is compulsory – just remember that the more
- information you add, the better your chances of obtaining the position.
- If there is a field for a cover letter or notes, use this to write a short cover letter.
- If you want to keep some information private, compulsory detail can be noted as

'on request'.

- Remember to update your details frequently to keep your CV near the top if a date sort is used in the recruiter's database.

E-mailing a CV

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

Keep the following in mind when you e-mail your CV to a company:

- Use the content of the e-mail as your cover letter.
- State that you are attaching your CV in MS Word and also as a text file – name the attachments with your own name.

- Ensure that you have included your name and the job that you are applying for.
- The subject of the e-mail should already give an indication of the content, e.g. Application – Librarian, your reference job #76693.

Job-hunting advice on the internet

- A job search strategy
- How to write a CV
- How to write a cover letter
- How to prepare for an interview
- Research companies

Beware! – security and privacy

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

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

“YOUR TIME IS LIMITED, SO DON'T WASTE IT LIVING SOMEONE ELSE'S LIFE. DON'T LET THE NOISE OF OTHERS' OPINIONS DROWN OUT YOUR OWN INNER VOICE. AND MOST IMPORTANT, HAVE THE COURAGE TO FOLLOW YOUR HEART AND INTUITION.”

Steve Jobs

WEBSITES FOR JOBSEEKERS



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

Job sites

www.careerjunction.co.za
www.gradx.net
www.pnet.co.za
www.monster.co.uk
www.jobs.co.za
www.allsouthafricajobs.com
www.recruitit.co.za
www.ictjobs.co.za
www.trsstaffing.com/south-africa

www.careers24.com
www.studentvillage.co.za
www.jobvine.co.za
www.topjobs.net
www.bestjobs.co.za
www.careerjet.co.za
www.recruitmentdirect.co.za
www.sajobs.co.za
<http://jobs.trovit.co.uk>

Your job search strategy

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

YOUR Curriculum vitae

www.e-bestresumes.com
www.cvtips.com
www.aroj.com
www.e-bestresumes.com
www.freeresumeexamples.net
www.jobbankusa.com/resumewrite/Resumes
www.resume1-2-3.com
www.resumewriters.com/sample-resumes
www.soon.org.uk/cvpage.htm

www.monster.co.uk
www.cvwriting.net
www.cvtips.com
www.eresumes.com
www.gradx.net/article/list
www.ohio.edu/careers/students/resources.cfm
www.resume-resource.com
www.sampleresumetemplates.com

How to prepare for an interview

www.careercc.com
www.employment-info.co.za
www.totaljobs.com/Content/Career_advice.html
www.careeradvisoradaily.com
www.levo.com

THE JOB SEARCH IS JUST LIKE DATING:



Five tips for recent graduates

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

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

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

Managed Services

- Service level agreements
 - Fully managed
 - Pro-Active
 - Block Hours
- Consultancy
 - Compliance
 - Business Continuity
 - POPJ
 - Information Security
 - Architecture
- Nerve Centre
 - Helpdesk
 - Remote Management
 - Maintenance
- Managed Security
- Managed Printing
- Networking



Cloud & Connectivity

- Hosting
 - Hosted Virtual Servers
 - Hosted Physical Servers
 - Co-location
 - Hosted Storage
 - Rack Space
- Managed Backup
- Office 365
- Hosted CRM
- Fibre
- Microwave
- Wireless
- MPLS



Unified Communications

- Hosted and onsite PABX solutions
- Video Conferencing
- Audio Visual



Procurement

- Hardware
- Licensing
- Rentals

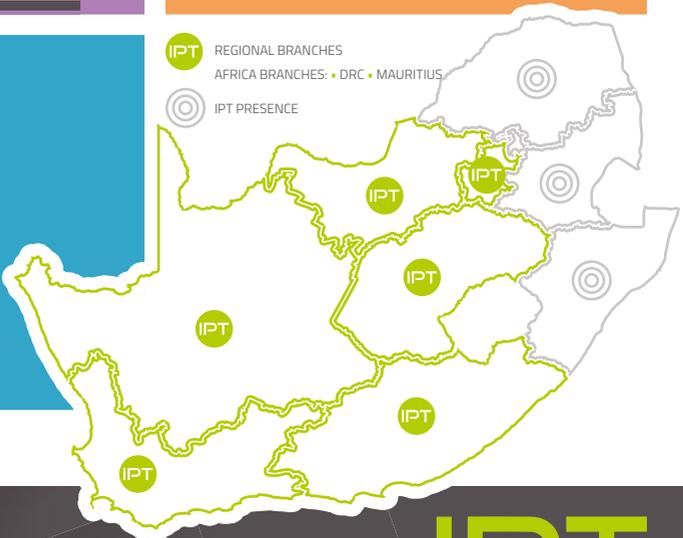


Infrastructure

- Fibre
- Cabling
- Wireless
- Server Room Infrastructure



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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.

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

Walt Disney

INFORMATIONAL INTERVIEWS



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

Reasons to conduct informational interviews are:

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

Steps to follow to conduct an informational interview:

1. Identify the occupation or industry you wish to learn about. Assess your own interests, abilities, values and skills, and evaluate labour conditions and trends to identify the best fields to research.
2. Prepare for the interview. Read all you can about the field prior to the interview. Decide what information you would like to obtain

about the occupation/industry. Prepare a list of questions that you would like to have answered.

3. Identify people to interview. Start with a list of people you already know – friends, relatives, fellow students, present or former co-workers, supervisors and neighbours. Professional organisations, the yellow pages, organisational directories and public speakers are also good resources. You may also call an organisation and ask for the name of the person by job title.
4. Arrange the interview. Contact the person to set up an interview:
 - by telephone;
 - by a letter, followed by a telephone call; or
 - by having someone who knows the person make the appointment for you.
5. Conduct the interview. Dress appropriately, arrive on time, and be polite and professional. Refer to your list of prepared questions; stay on track, but allow for spontaneous discussion. Before leaving, ask your contact to suggest names of others who might be helpful to you and ask permission to use your contact's name when contacting these new contacts.
6. Follow up. Record information gathered immediately following the interview. Be sure to send a thank-you note to your contact within one week of the interview.



SAMPLE QUESTIONS

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 connections 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."

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

**"BE WHO YOU ARE AND SAY WHAT YOU FEEL,
BECAUSE THOSE WHO MIND DON'T MATTER
AND THOSE WHO MATTER DON'T MIND."**

Dr. Seuss

INTERVIEW TIPS IN A NUTSHELL



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

Be prepared to explain everything that you have written in your CV in such a way that you convince the interviewer that you:

- qualifications and knowledge are applicable and relevant to the position that you have applied for;
- experience in formal work, as well as in voluntary activities, has equipped you with the skills that are required in the position that you have applied for; and
- personality traits and personal drive, passion and interest will contribute to success in the position that you have applied for.

Preparation:

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

Personal appearance:

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

The interview:

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

Do not:

- spend much time talking about money and fringe benefits;
- act uninterested in the company or job;
- act defensively when questioned about anything;
- speak badly about past colleagues or employers;
- answer with only a ‘yes’ or a ‘no’. Always motivate your answer;
- interrupt the interview, even if you have to use the bathroom; and
- let your cellphone ring or beep during the interview.

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SIX TIPS FOR GETTING HIRED AFTER VARSITY

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

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

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

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

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

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

2. Show off your skills

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

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

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

3. Be an active intern

The "go get me some coffee" internship stereotype exists for a reason. Just because you're assigned menial tasks, doesn't give you an excuse to be passive. Ask for more difficult tasks. Offer your ideas. Find out about what the company's hiring process is like. Talk to your superiors and seek out a mentor. Get descriptions of entry-level positions within the company and work towards gaining the necessary skills to land them. One of my friends from varsity had a company create a position for her after graduation because they were so impressed with her as an

intern. It isn't enough to land an internship. Make yourself 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.

6. Be a realistic dreamer

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

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

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

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

The lesson: Don't wait for the perfect job to land in your lap. Work hard, network and don't give up on your dreams – just be smart about them.

SOCIAL MEDIA FOR PROFESSIONALS

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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3rd week in August 2018

WEBSITE ADDRESS:

www.iqbusiness.net

K2

DEGREES SOUGHT

Information Technology
Computer Science

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

LOCATION:

Weltevredenpark, Roodepoort

HOW TO APPLY:

Company Website: www.k2.com/about-k2/careers/k2-associate-program

CLOSING DATE:

31 July 2018

CONTACT FOR APPLICATION:

www.k2.com/about-k2/careers/k2-associate-program

WEBSITE ADDRESS:

www.k2.com

KPMG

DEGREES SOUGHT

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

- GRADUATE PROGRAMME
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIPS
- ARTICLES

LOCATION:

Johannesburg, Pretoria, Cape Town, Stellenbosch, Nelspruit, Polokwane, Durban, Pietermaritzburg, East London, Port Elizabeth and Secunda

HOW TO APPLY:

Online by visiting www.joinkpmg.co.za

CLOSING DATE:

30 November 2018

WEBSITE ADDRESS:

www.joinkpmg.co.za

LAOWAI HERE

DEGREES SOUGHT

All

- GRADUATE PROGRAMME
- VACATION JOBS OR INTERNSHIPS
- TRIP TO CHINA

LOCATION:

Chengdu, China

HOW TO APPLY:

Website / Email

CONTACT FOR APPLICATION:

hr@Laowaihere.com

WEBSITE ADDRESS:

www.westeast.net

MIDDEL AND PARTNERS

DEGREES SOUGHT

SAICA and SAIPA trainees

- GRADUATE PROGRAMME
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIP

LOCATION:

National footprint

HOW TO APPLY:

Via website

CONTACT FOR APPLICATION:

www.middel.co.za

WEBSITE ADDRESS:

www.middel.co.za

MOORE STEPHENS

DEGREES SOUGHT

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

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

LOCATION:

International

HOW TO APPLY:

Online or via email

CONTACT FOR APPLICATION:

www.moorestephens.co.za or
hr@mspta.co.za

WEBSITE ADDRESS:

www.moorestephens.co.za

MONOCLE

DEGREES SOUGHT

Honours or Master's degree in:
Finance, Economics, Mathematics,
Statistics, Risk Management,
Financial Management, Engineering,
Information Technology, Informatics
and Computer Science.

- GRADUATE PROGRAMME
- BURSARIES OR SCHOLARSHIPS
- VACATION JOBS OR INTERNSHIP

LOCATION:

Sandton, Johannesburg

HOW TO APPLY:

www.monocle.co.za/careers/

CLOSING DATE:

31 August 2018

WEBSITE ADDRESS:

www.monocle.co.za

NOVA-LIFE

DEGREES SOUGHT

All degrees

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

LOCATION:

Potchefstroom

HOW TO APPLY:

WhatsApp and Email

CONTACT FOR APPLICATION:

Send your CV to
nelri@novalifesales.co.za
potchrecruitment@novalifesales.co.za
WhatsApp: 0728449811

WEBSITE ADDRESS:

<https://m.facebook.com/Nova-Life-Recruitment-427160467684090/>

DEGREES SOUGHT

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

- GRADUATE PROGRAMME
- VACATION JOBS OR INTERNSHIPS
- LEARNERSHIPS

LOCATION:

Head Office in Lichtenburg - Mainly in
the NW province

HOW TO APPLY:

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

CONTACT FOR APPLICATION:

www.nwk.co.za, willemo@nwk.co.za,
zelda@nwk.co.za

CLOSING DATE:

Depending on when Jobs are advertised

WEBSITE ADDRESS:

www.nwk.co.za

OHLTHAVER & LIST

DEGREES SOUGHT

See website

- GRADUATE PROGRAMME
- BURSARIES OR SCHOLARSHIPS
- TALENT ATTRACTION
PROGRAMME

LOCATION:

Namibia

HOW TO APPLY:

Talent@ol.na

WEBSITE ADDRESS:

www.ohlthaver.com

RAIN

DEGREES SOUGHT

BCom Honours

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

LOCATION:

Illovo, Johannesburg

HOW TO APPLY:

Via the website or to
nathaliea@rain-ca.co.za

CLOSING DATE:

30 September 2018

WEBSITE ADDRESS:

www.rain-ca.co.za

RAND MERCHANT BANK

DEGREES SOUGHT

BCom Finance, B.Bus Sci Finance,
Engineering and IT

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

LOCATION:

Sandton

HOW TO APPLY:

Online: <http://www.rmb.co.za>

WEBSITE ADDRESS:

<http://www.rmb.co.za>

RSM SOUTH AFRICA INC

DEGREES SOUGHT

B Com (Chartered Accountancy) /
B Com Hons (Chartered Accountancy)

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

LOCATION:
RSM South Africa Inc

HOW TO APPLY:
Apply on-line at www.rsmza.co.za

CONTACT FOR APPLICATION:

Johannesburg Office:
marita.cloete@rsmza.co.za
Pretoria Office:
carinda.strauss@rsmza.co.za
Cape Town Office:
andrea.timothy@rsmza.co.za

CLOSING DATE:
28 September 2018

WEBSITE ADDRESS:
www.rsmza.co.za

SDK CA

DEGREES SOUGHT

3rd degree and Honours

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

LOCATION:
Durbanville

HOW TO APPLY:
Online: www.sdkca.co.za

CONTACT FOR APPLICATION:
careers@sdkca.co.za

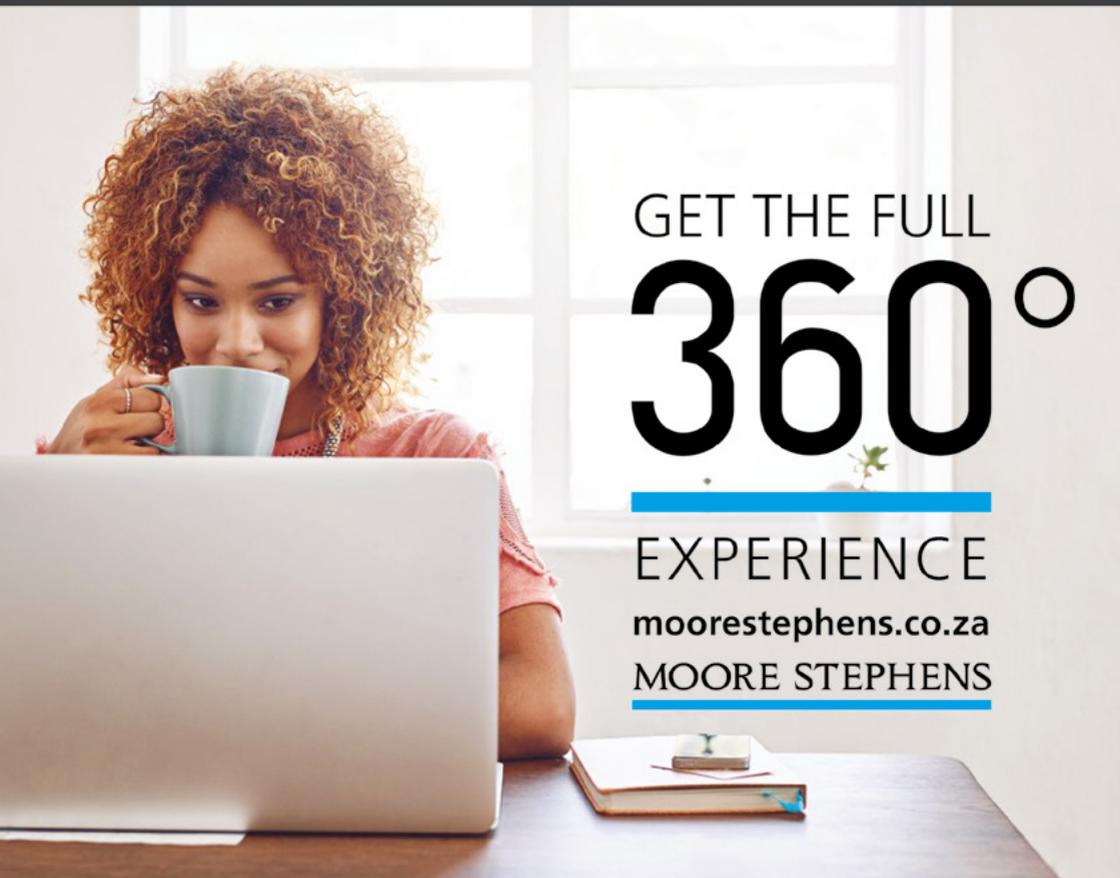
WEBSITE ADDRESS:
www.sdkca.co.za

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DEGREES SOUGHT

BCom Accounting Sciences, BCom
Honours Accounting Sciences, CTA

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

LOCATION:
Hatfield, Pretoria

HOW TO APPLY:

Submit your CV on our website,
www.strachancrouse.co.za or
email: gertm@strachancrouse.co.za

CONTACT FOR APPLICATION:

Gert Meiring – 012 430 3420

WEBSITE ADDRESS:

www.strachancrouse.co.za

TIGER BRANDS LTD

DEGREES SOUGHT

Engineering, HR, Supply Chain,
Marketing, Logistics, IT (Final Year)

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

LOCATION:
Johannesburg

HOW TO APPLY:

On the company website:
www.tigerbrands.com

CLOSING DATE:

31 July 2018

WEBSITE ADDRESS:

www.tigerbrands.com

CRVW

DEGREES SOUGHT

BCom

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

LOCATION:

Namibia

HOW TO APPLY:

Per e-mail: adelle.pienaar@crvw.com.na
or colyn.hendriks@crvw.com.na or per
telephone/fax

CONTACT FOR APPLICATION:

Adelle.pienaar@crvw.com.na

WEBSITE ADDRESS:

www.crvanwyk.com

PKF

DEGREES SOUGHT

BCom, CTA

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

LOCATION:

Durban, Johannesburg, West Rand, East
Rand, Cape Town, Constantia Valley,
Saldanha, Knysna, Pretoria, Welkom,
Port Elizabeth

HOW TO APPLY:

www.pkfexperience.co.za

CONTACT FOR APPLICATION:

Applicants can apply at
www.pkfexperience.co.za

WEBSITE ADDRESS:

www.pkf.co.za

MGI BASS GORDON

DEGREES SOUGHT

BCom Accounting Sciences, BCom Honours Accounting Sciences, CTA

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

LOCATION:

Cape Town, Western Cape

HOW TO APPLY:

To apply please email us your updated CV as well as academic transcripts to recruitment@bassgordon.co.za

CONTACT FOR APPLICATION:

31 October 2018

WEBSITE ADDRESS:

www.bassgordon.co.za

TRUWORTHS

DEGREES SOUGHT

BCom FinAcc, BConsumer Science, B.SC Computer Science, BSc Maths, Stats, Computer Science, BA (All)

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

LOCATION:

Cape Town

HOW TO APPLY:

Apply online
<https://careers.truworths.co.za>

WEBSITE ADDRESS:

www.truworths.co.za

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APPLY NOW

REQUIREMENT: A MINIMUM OF A SAICA-ACCREDITED UNDERGRADUATE DEGREE OR CTA

AUDIT EXPERIENCE PROGRAMME

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Online applications open April 2018.



VACATION PROGRAMME

Join an audit team, meet our auditees and gain hands on experience in public sector auditing.

Online applications open April 2018.



MEET & GREET

Studying CTA? Get invited to this one day event, meet our leaders and find out what we're all about.

Apply for training contract to qualify.



STUDY SUPPORT

Employees enjoy benefits such as: bursaries to pursue various levels of study (CTA/ITC/APC), loans at no interest and with a reasonable repayment period, reasonable study leave and full payment of registration fees with professional bodies such as Saica or IRBA when you qualify.



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Applications close October 2018.



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