



# University of Pretoria

## Graduate Recruitment Programme 2024

UP Career Services aims to expose UP students to the world of work through its engagement with industry partners. It provides stakeholders an opportunity to reach out to over 50,000 UP registered undergraduate and postgraduate students. Moreover, the UP-career services have a pool of currently available graduates who are on the job market for internships and job vacancies. The Career Services office strives to be the best in facilitating the connection between industry employers and students. Our **Ready for Work programme** is unique and equips our graduates with additional skills to get them ready for the workplace.

We invite you to join in our graduate recruitment programme and be part of over 2000 employer partners currently connected with UP students to have your brand visible on our campuses.

The Career Services Office offers the following services to employers:

- **Career Fairs:** Be VISIBLE on campus, book a stand at our career fair, or make use of our facilities to find the perfect talented candidates for your graduate programmes.
- **Campus Recruitment Presentations:** Be HEARD; book a lecture venue on campus to speak to the targeted students about your graduate recruitment programme.
- **Campus Exhibitions/Showcase:** Be SEEN; book our prime spot at the student centre 'Piazza' to activate your brand and share opportunities with all UP students.
- **Venue Hire (Interview):** CHAT with talented UP students and discover your potential employees.
- **Vacancy advertisement:** Advertise available positions or internships through the career portal and we will SHARE them on your behalf to the targeted audience.
- **Graduate Recruitment Handbook:** Be PUBLISHED on the online Graduate Handbook which is published on the UP's website
- **Ambassadors:** BUILD a community of students to represent your brand on campus.
- **Emailer, SMS's & WhatsApp, Posters and more...**

Chat to us if you have a different idea/initiative, we are more than happy to customise our services to cater for your needs. Please email [Tando Tyakume](mailto:Tando.Tyakume@up.ac.za)

Book the above services [here](#).

Looking forward to working with you in 2024!



The following services and/or events form part of the 2024 Graduate Recruitment Programme:

Service No	Event or service	Date	Contact Person	Contact Details
1	Graduate Recruitment Handbook	31 March	Ezekiel Modikoa	careerservices@up.ac.za 012 420 2153
2	Accounting Career Fair	12 March	Tando Tyakume	careerservices@up.ac.za 012 420 5886
3	Actuarial Career Fair	13 March	Tando Tyakume	careerservices@up.ac.za 012 420 5886
4	Law Career Fair	14 March	Tando Tyakume	careerservices@up.ac.za 012 420 5886
5	Veterinary Science Career Fair	19 April	Tando Tyakume	careerservices@up.ac.za 012 420 5886
6	General Career Fair	23 April	Tando Tyakume	careerservices@up.ac.za 012 420 5886
7	Natural Agricultural Science Career Fair	24 April	Tando Tyakume	careerservices@up.ac.za 012 420 5886
8	Theology & Religion Career Fair	25 April	Tando Tyakume	careerservices@up.ac.za 012 420 5886
9	Engineering, Built Environment & IT Career Fair	21 & 22 May	Tando Tyakume	careerservices@up.ac.za/ 012 420 5886
10	Management Sciences Career Fair	23 May	Tando Tyakume	careerservices@up.ac.za / 012 420 5886
11	Postgraduate Health Science Career Fair	24 July	Tando Tyakume	careerservices@up.ac.za / 012 420 5886
11	Industry Recruitment Presentations	All-year-round	Tlou Chelopo	careerservices@up.ac.za 012 420 2315
12	Industry Exhibition/ Campus Showcase	All-year round	Tlou Chelopo	careerservices@up.ac.za 012 420 2315
12	Interview Venue Hire	All-year round	Tlou Chelopo	careerservices@up.ac.za 012 420 2315
13	Job & Other Adverts	All-year round	Tlou Chelopo	careerservices@up.ac.za 012 420 2315
14	UP Vacancy Recruitment Package	All-year-round	Tlou Chelopo	careerservices@up.ac.za 012 420 2315
15	SMS Hire	All-year round	Tlou Chelopo	careerservices@up.ac.za 012 420 2315
16	Student Ambassador Hire	All-year round	Tlou Chelopo	careerservices@up.ac.za 012 420 2315



**(1) Graduate Recruitment Handbook Online available 2024**

The Graduate Recruitment Handbook is an annual publication produced by the Career Services office. The Graduate Recruitment Handbook aims to provide advice to UP students to prepare them for the transition from university to the corporate environment.

The Career Services office of the University of Pretoria has decided to make an electronic version available all year round on TuksCareers (student portal) and the UP website. Moreover, mass emails promoting the use of the handbook, job vacancies, and events/exhibitions that are done throughout the year. They are sent to 60 000 students on an ongoing basis throughout the year.

Benefits of online handbook compared the provision of a hardcopy:

- Amendments or additions to recruitment programs can be made on request (all-year-around)
- Cutting down the cost to the organisation
- Paperless (environmentally friendly)
- More broadly accessible to more students (digital format)
- Students can acquire information without the need for a physical copy

Recruiters and employers are invited to advertise their graduate programmes and internships in the Graduate Recruitment Handbook. The handbook is the primary publication, which provides students with valuable information regarding companies' graduate development programmes or internships as well as direct employment. The launch of the booklet will coincide with the Career Fairs to be held in May (All companies booking for any UP-Career Fairs that confirms their interest in having a listing, via email (careerservices@up.ac.za), before Friday 31 March 2024 will be provided with a FREE listing at the back of the booklet).

**Booklet Advertisement Options**

Option Number	Advertisement Options	Cost (VAT Excl.)
i.	A5 Full-Page (Full-colour page)	R 4600
ii.	A6 Half-Page (Company profile)	R 2300
iii.	Company Listing (Free if any of the above career fairs is booked)	R 1000
iv.	Full-colour page & company profile (includes both (i) & (ii))	R 5500
v.	Advertorial Article - Branded (Double-page maximum: Company referred to in the body of the article)	R 3400

**Important Information**

**Size:**

A5 (80 – 200 Pages)

**Distribution:**

Online, reach 60 000 students

**Bookings open:**

1 December 2023

**Bookings close:**

15 March 2024

**Deadline for advert submission:**

31 March 2024



## Handbook Advert: Description of Options

Option (ii.)

The **Company Profile** option entails an A6 comprehensive profile as well as a detailed description of the company's application information.

Option (iii.)

A **Company Listing** on the other hand entails a brief summary of a company's application information and is displayed at the back of the booklet.

Advertorial Article:

Articles provided by companies aim at providing students with advice to enhance their employability. For example, companies can provide advice on CV or cover letter writing, interview tips or anything related to work readiness.

Option (v)

The **Branded option** entails the company providing double page article-advising students on how to increase their employability while at the same time promoting the company by means of referencing their company within the article itself.

Option (vi)

The **Unbranded option** entails an A5 article in which the company provides advice to students on increasing their employability. The company is only referenced at the end of the article.




To book, please proceed to [TuksCareers](#)

(2) Accounting Career Day

12 March 2024

The internationally acclaimed University of Pretoria Department of Accounting seeks to shape students to succeed in the world of finance, business and management. The Accounting Career Day is for employers to recruit Accounting Sciences students.

**Packages Provided:**

Services Include:		Standard SHELL STAND R6 100.00	Own BUILT STAND R6 600.00	NO SHELL STAND R3 500.00
		 (Includes a 3 x 2 m Shell Scheme stand)	 (Company builds own customised stand on an empty space)	 (Empty space with only table & chairs)
Use of the venue		✓	✓	✓
Furniture: Table, chairs & a table cloth		✓	N/A	✓
Catering for up to 4 delegates per company (notify the office if more, R 350 VAT Excl. extra per delegate)		✓	✓	✓
3 x 2 m Shell scheme		✓	N/A	N/A
3 x 2 m Space allocation <b>only</b>		✓	✓	✓
Company build and bring their own stand		N/A	✓	N/A
Marketing for the event	Sms's	✓	✓	✓
	Tuks FM	✓	✓	✓
	Email shots	✓	✓	✓
	Poster distribution	✓	✓	✓
	Promoters	✓	✓	✓
	Temp assistance	✓	✓	✓
	Social media	✓	✓	✓
<b>FREE listing in the Graduate Handbook:</b>		✓	✓	✓
<b>Only applicable if a company books any of the Career Fair Events before 31 March 2024.</b>				

**Packages Provided Additional Information:**

- All prices are VAT Exclusive.
- Corner stands selected will be charged an additional R 800 VAT Excl.
- Space allocation for all packages is 3 x 2 m, **double space option** available at an extra cost.
- A floor plan will be sent to participating companies a week before the event.

**Bookings Open: 1 December 2023**

**Bookings Close: 29 February 2024**




Booking space is limited. To avoid disappointment companies are encouraged to book early as bookings are provided on a first come first served basis. To book, please proceed to [TuksCareers](https://tukscareers.co.za)

(3) Actuarial Career Day

13 March 2024

The Department of Actuarial Science strives to have a competitive programme in order to ensure that its graduates continue to occupy the highest positions in insurance and the world of investment. The Actuarial Career Day provides a platform for employers to interact with students from the School of Mathematical Sciences.

Packages Provided:

Services Include:	Standard SHELL STAND R6 100.00	Own BUILT STAND R6 600.00	NO SHELL STAND R3 500.00
	 <p>(Includes a 3 x 2 m Shell Scheme stand)</p>	 <p>(Company builds own customised stand on an empty space)</p>	 <p>(Empty space with only table &amp; chairs)</p>
Use of the venue	✓	✓	✓
Furniture: Table, chairs & a table cloth	✓	N/A	✓
Catering for up to 4 delegates per company <i>(notify the office if more, R 350 VAT Excl. extra per delegate)</i>	✓	✓	✓
3 x 2 m Shell scheme	✓	N/A	N/A
3 x 2 m Space allocation <b>only</b>	✓	✓	✓
Company build and bring their own stand	N/A	✓	N/A
Marketing for the event:			
Sms's	✓	✓	✓
Tuks FM	✓	✓	✓
Email shots	✓	✓	✓
Poster distribution	✓	✓	✓
Promoters	✓	✓	✓
Temp assistance	✓	✓	✓
Social media	✓	✓	✓
<b>FREE listing in the Graduate Handbook:</b>	✓	✓	✓
<b>Only applicable if a company books any of the Career Fair Events before 31 March 2024.</b>			

Packages Provided Additional Information:

- All prices are VAT Exclusive.
- Corner stands selected will be charged an additional R 800 VAT Excl.
- Space allocation for all packages is **3 x 2 m**, a **double space option** is available at an extra cost.
- A floor plan will be sent to participating companies a week before the event.

Bookings Open: **1 December 2023**

Bookings Close: **29 February 2024**




Booking space is limited. To avoid disappointment companies are encouraged to book early as bookings are provided on a first come first served basis. To book, please proceed to [TuksCareers](https://tukscareers.co.za)

(4) Law Career Day

14 March 2023

The University of Pretoria's Faculty of Law is rooted in social justice and excellence. It seeks to produce students who will establish their talent and excellence in the law sector. The Law Career Day is for all firms to recruit these amazing talented Law students.

**Packages Provided:**

Services Include:	Standard SHELL STAND R6 100.00	Own BUILT STAND R6 600.00	NO SHELL STAND R3 500.00
	 <p>(Includes a 3 x 2 m Shell Scheme stand)</p>	 <p>(Company builds own customised stand on an empty space)</p>	 <p>(Empty space with only table &amp; chairs)</p>
Use of the venue	✓	✓	✓
Furniture: Table, chairs & a table cloth	✓	N/A	✓
Catering for up to 4 delegates per company (notify the office if more, R 350 VAT Excl. extra per delegate)	✓	✓	✓
3 x 2 m Shell scheme	✓	N/A	N/A
3 x 2 m Space allocation <b>only</b>	✓	✓	✓
Company build and bring their own stand	N/A	✓	N/A
Marketing for the event:			
Sms's	✓	✓	✓
Tuks FM	✓	✓	✓
Email shots	✓	✓	✓
Posters distribution	✓	✓	✓
Promoters	✓	✓	✓
Temp	✓	✓	✓
Social media	✓	✓	✓
<b>FREE listing in the Graduate Handbook:</b>	✓	✓	✓
<b>Only applicable if a company books any of the Career Fair Events before 31 March 2024.</b>			

**Packages Provided Additional Information:**

- All prices are VAT Exclusive.
- Corner stands selected will be charged an additional R 800 VAT Excl.
- Space allocation for all packages is 3 x 2 m, **double space option** 6 x 2 m is available at an extra cost.
- A floor plan will be sent to participating companies a week before the event. .

**Bookings Open: 1 December 2023**

**Bookings Close: 29 February 2024**


Booking space is limited. To avoid disappointment companies are encouraged to book early as bookings are provided on a first come first served basis. To book, please proceed to [TuksCareers](http://TuksCareers)

(5) **Veterinary Sciences Career Fair**

**19 April 2024**

The Veterinary Sciences Career Day event is hosted exclusively for students in the Faculty of Veterinary Science. The purpose of the event is to provide a platform for employers to engage and recruit students from the faculty.

**Packages Provided:**

<b>Services Include:</b>		<b>Own BUILT STAND</b> <b>R5 000</b>
		 <p><b>(Company provides/builds own customised stand or Gazebo)</b></p>
Use of the venue		✓
Furniture: Table, chairs & a table cloth		✓
Catering for up to 4 delegates per company ( <i>notify the office if more, R 350 VAT Excl. extra per delegate</i> )		✓
3 x 2 m Space allocation only		✓
Company bring and build their own stand		✓
<b>Marketing for the event</b>	<b>Sms's</b>	✓
	<b>Tuks FM</b>	✓
	<b>Email shots</b>	✓
	<b>Poster distribution</b>	✓
	<b>Promoters</b>	✓
	<b>Temp assistance</b>	✓
	<b>Social media</b>	✓
<b>FREE listing in the Graduate Handbook:</b>		✓
<b>Only applicable if a company books any of the Career Fair Events before 31 March 2024.</b>		

**Packages Provided Additional Information:**

*Packages Provided Additional Information: • All prices are VAT exclusive. • Space allocation for all packages is 3 x 2 m. Note: Employers in the Veterinary Science Industry will receive preference since space for the event is limited.*

**Bookings Open: 1 December 2023**

**Bookings Close: 5 April 2024**

Booking space is limited. To avoid disappointment companies are encouraged to book early as bookings are provided on a first come first served basis. To participate, please proceed to [https://upnet.up.ac.za/CareerHub/Employers/i\\_Booking\\_Information/\\_Veterinary\\_Career\\_Day.chpx](https://upnet.up.ac.za/CareerHub/Employers/i_Booking_Information/_Veterinary_Career_Day.chpx)






(6) General Career Fair

23 April 2024

The General Career Day provides a platform for employers to interact with all of the students at the University of Pretoria. The university has state of the arts facilities to ensure that graduates have the competency to give excellent results in the workplace. The University offers 1108 study programs and has a 94% undergraduate pass rate. The aim of the university is to instil excellence in its graduates.

**Packages Provided:**

Services Include:	Standard SHELL STAND R6 100.00	Own BUILT STAND R6 600.00	NO SHELL STAND R3 500.00
	 (Includes a 3 x 2 m Shell Scheme stand)	 (Company builds own customised stand on an empty space)	 (Empty space with only table & chairs)
Use of the venue	✓	✓	✓
Furniture: Table, chairs & a table cloth	✓	N/A	✓
Catering for up to 4 delegates per company (notify the office if more, R 350 VAT Excl. extra per delegate)	✓	✓	✓
3 x 2 m Shell scheme	✓	N/A	N/A
3 x 2 m Space allocation <b>only</b>	✓	✓	✓
Company build and bring their own stand	N/A	✓	N/A
Marketing for the event:			
Sms's	✓	✓	✓
Tuks FM	✓	✓	✓
Email shots	✓	✓	✓
Poster distribution	✓	✓	✓
Promoters	✓	✓	✓
Temp assistance	✓	✓	✓
Social media	✓	✓	✓
<b>FREE listing in the Graduate Handbook:</b>	✓	✓	✓
<b>Only applicable if a company books any of the Career Fair Events before 31 March 2024.</b>			

**Packages Provided Additional Information:**

- All prices are VAT Exclusive.
- Corner stands (standard package) selected will be charged an additional R 800 VAT Excl.
- Space allocation for all packages is **3 x 2 m**, a **double space option** is available at an extra cost.
- A floor plan will be sent to participating companies a week before the event.

**Bookings Open: 1 December 2023**

**Bookings Close: 12 April 2024**




Booking space is limited. To avoid disappointment companies are encouraged to book early as bookings are provided on a first come first served basis. To participate, please proceed to [TuksCareers](http://TuksCareers).

(7) Natural & Agricultural Science Career Fair

24 April 2024

The Natural & Agricultural Science Career Day provides a platform for employers looking to recruit students who are specializing in the natural and agricultural sciences. Students specialize in fields of consumer sciences, agriculture, food sciences, energy, mining and general sciences.

**Packages Provided:**

Services Include:	Standard SHELL STAND R6 100.00	Own BUILT STAND R6 600.00	NO SHELL STAND R3 500.00
	 <p>(Includes a 3 x 2 m Shell Scheme stand)</p>	 <p>(Company builds own customised stand on an empty space)</p>	 <p>(Empty space with only table &amp; chairs)</p>
Use of the venue	✓	✓	✓
Furniture: Table, chairs & a table cloth	✓	N/A	✓
Catering for up to 4 delegates per company (notify the office if more, R 300 VAT Excl. extra per delegate)	✓	✓	✓
3 x 2 m Shell scheme	✓	N/A	N/A
3 x 2 m Space allocation <b>only</b>	✓	✓	✓
Company build and bring their own stand	N/A	✓	N/A
Marketing for the event:			
Sms's	✓	✓	✓
Tuks FM	✓	✓	✓
Email shots	✓	✓	✓
Poster distribution	✓	✓	✓
Promoters	✓	✓	✓
Temp assistance	✓	✓	✓
Social media	✓	✓	✓
<b>FREE listing in the Graduate Handbook:</b>	✓	✓	✓
<b>Only applicable if a company books any of the Career Fair Events before 31 March 2024.</b>			

**Packages Provided Additional Information:**

- All prices are VAT Exclusive.
- Corner stands (standard package) selected will be charged an additional R 800 VAT Excl.
- Space allocation for all packages is **3 x 2 m, double space option** is available at an extra cost.
- A floor plan will be sent to participating companies a week before the event.

**Bookings Open: 1 December 2023**

**Bookings Close: 12 April 2024**

Booking space is limited. To avoid disappointment companies are encouraged to book early as bookings are provided on a first come first served basis. To participate, please proceed

[https://upnet.up.ac.za/CareerHub/Employers/i\\_Booking\\_Information/\\_Natural\\_and\\_Agricultural\\_Sciences\\_Career\\_Fair.chpx](https://upnet.up.ac.za/CareerHub/Employers/i_Booking_Information/_Natural_and_Agricultural_Sciences_Career_Fair.chpx)



**(8) Theology & Religion Career Fair**

**25 April 2024**

The mission of the Theology and Religion Faculty is to nurture students to serve and transform academia, faith communities and society as a whole. The Theology & Religion Career Day event is hosted exclusively for students in the Faculty of Theology & Religion. The purpose of the event is to provide a platform for stakeholders to engage, recruit and advise students from the faculty on what opportunities are available after completing their degree. All stakeholders will have an opportunity to exhibit and speak to students on related information that will assist in finding placement for their practical work, community service, pursuing postgraduate studies and other career opportunities available to them.

Package includes:

- This is a **no-cost event**, and participation is free for all stakeholders
- Space allocation is 3 x 2 m only
- Furniture: Tables, chairs (x2) & tablecloth
- Catering for up to 2 delegates (extra delegates will be charged an additional cost of R300 per delegate)

Marketing for the Career day event:

- Promotion on student portal/Faculty houses
- Tuks FM/ Social media
- Email blast/SMS's/Posters
- Temp assistance for set up & breakdown

What stakeholders can bring:

- The exhibition will be indoors
- Marketing collateral- pamphlets, promotional materials (if available)

Bookings Open: **1 December 2023**

Bookings Close: **12 April 2024**

Booking space is limited. To avoid disappointment companies are encouraged to book early as bookings are provided on a first come first served basis. To participate, please proceed to




[https://upnet.up.ac.za/CareerHub/Employers/i\\_Booking\\_Information/\\_Theology\\_and\\_Religion\\_Career\\_Day.chpx](https://upnet.up.ac.za/CareerHub/Employers/i_Booking_Information/_Theology_and_Religion_Career_Day.chpx)

**(9) Engineering, Built Environment & IT Career Fair**

**21 & 22 May 2024**

The Faculty of Engineering, Built Environment and IT has positioned itself as a producer of drivers of the Fourth Industrial Revolution. Students are trained to bring competitive knowledge to industry, education and society. The Engineering, Built Environment and IT Career Fair provides a platform for companies to recruit students from all engineering, built-environment and IT students.

**Packages Provided:**

Services Include:	<b>Standard SHELL STAND</b> R6 100.00	<b>Own BUILT STAND</b> R6 600.00	<b>NO SHELL STAND</b> R3 500.00
	 <p>(Includes a 3 x 2 m Shell Scheme stand)</p>	 <p>(Company builds own customised stand on an empty space)</p>	 <p>(Empty space with only table &amp; chairs)</p>
Use of the venue	✓	✓	✓
Furniture: Table, chairs & a table cloth	✓	N/A	✓
Catering for up to 4 delegates per company <i>(notify the office if more, R 350 VAT Excl. extra per delegate)</i>	✓	✓	✓
3 x 2 m Shell scheme	✓	N/A	N/A
3 x 2 m Space allocation <b>only</b>	✓	✓	✓
Company build and bring their own stand	N/A	✓	N/A
Marketing for the event:			
Sms's	✓	✓	✓
Tuks FM	✓	✓	✓
Email shots	✓	✓	✓
Poster distribution	✓	✓	✓
Promoters	✓	✓	✓
Temp assistance	✓	✓	✓
Social media	✓	✓	✓
<b>FREE listing in the Graduate Handbook:</b>	✓	✓	✓
<b>Only applicable if a company books any of the Career Fair Events before 31 March 2024.</b>			

**Packages Provided Additional Information:**

- All prices are VAT Exclusive.
- Corner stands (standard package) selected will be charged an additional R 800 VAT Excl.
- Space allocation for all packages is **3 x 2 m**, **double space option** is available at an extra cost.
- A floor plan will be sent to participating companies a week before the event.

**Bookings Open: 1 December 2023**

**Bookings Close: 3 May 2024**




Booking space is limited. To avoid disappointment companies are encouraged to book early as bookings are provided on a first come first served basis. To participate, please proceed to [TuksCareers](http://TuksCareers).

(10) Management Sciences Career Fair

23 May 2024

The Faculty of Economic & Management Sciences is a world-renowned faculty that focuses on business, management sciences, economic sciences and financial sciences. It positions itself as the leading institution in the field of management sciences and produces graduates that it considers the future “Thought Leaders” and business leaders of South Africa.

**Packages Provided:**

Services Include:	Standard SHELL STAND R6 100.00	Own BUILT STAND R6 600.00	NO SHELL STAND R3 500.00
	 <p>(Includes a 3 x 2 m Shell Scheme stand)</p>	 <p>(Company builds own customised stand on an empty space)</p>	 <p>(Empty space with only table &amp; chairs)</p>
Use of the venue	✓	✓	✓
Furniture: Table, chairs & a table cloth	✓	N/A	✓
Catering for up to 4 delegates per company <i>(notify the office if more, R 350 VAT Excl. extra per delegate)</i>	✓	✓	✓
3 x 2 m Shell scheme	✓	N/A	N/A
3 x 2 m Space allocation <b>only</b>	✓	✓	✓
Company build and bring their own stand	N/A	✓	N/A
Marketing for the event:			
Sms's	✓	✓	✓
Tuks FM	✓	✓	✓
Email shots	✓	✓	✓
Poster distribution	✓	✓	✓
Promoters	✓	✓	✓
Temp assistance	✓	✓	✓
Social media	✓	✓	✓
<b>FREE listing in the Graduate Handbook:</b>	✓	✓	✓
<b>Only applicable if a company books any of the Career Fair Events before 31 March 2024.</b>			

**Packages Provided Additional Information:**

- All prices are VAT Exclusive.
- Corner stands (standard package) selected will be charged an additional R 800 VAT Excl.
- Space allocation for all packages is **3 x 2 m, double space option** is available at an extra cost.
- A floor plan will be sent to participating companies a week before the event.

**Bookings Open: 1 December 2023**

**Bookings Close: 3 May 2024**

Booking space is limited. To avoid disappointment companies are encouraged to book early as bookings are provided on a first come first served basis. To participate, please proceed to [TuksCareers](http://TuksCareers).



**(11) Industry Presentations**

This package allows companies to conduct a 1-hour recruitment presentation, giving companies the chance to directly engage with students. This provides the opportunity to paint a picture of what kind of recruit is required and to also paint a picture of what the company/organization seeks to achieve. The cost for any presentation regardless of the venue size amounts to R3 300.00 VAT Excl. To book, please proceed to [TuksCareers](#).

**Package Includes:**

<b>Services Provided:</b>
<p>Venue</p> <p>Use of audio-visual equipment (laptops and cords excluded).</p> <p>Marketing of the Presentations to targeted groups of students (poster and flyer distribution, and mass email shots as well as class announcements).</p> <p>No lunch provided (Nearby restaurants available on campus)</p>

- Industry presentations will be allowed only if the company provides the Career Services office with a 2-week prior notification.
- Please bring your own laptops and cables.
- Please note, that although the office comprehensively plans and markets each event, student attendance ultimately depends on student choice and cannot be controlled by the office.

**Virtual Industry Presentations**

This refers to companies that would like to conduct a 45-minute virtual recruitment presentation. The cost for any virtual presentation amounts to R800 VAT excl.

*Service includes:*

Marketing of the presentations to targeted groups of students (poster and flyer distribution and mass email shots as well as class announcements).

To book, please proceed to TuksCareers <https://upnet.up.ac.za/CareerHub/employers/>

**(12) Industry Exhibition**

The Industry Exhibition package refers to companies that would like to present their company outside of our formal career fair events. You can engage with students and detail what your organization is about. The cost for this package amounts to R6 000.00 VAT Excl. The Industry exhibition will be allowed only if the company provides the Career Services office with a 2-week prior notification.

**Package Includes:**

<b>Services Provided:</b>
<p>6 x 2 m Space allocation</p> <p>Electricity supply – is viable depending on the requested location</p> <p>Promotion of the event (mass email and SMS shots, social media and in-class notifications).</p> <p>No lunch provided (Nearby restaurants available on campus)</p>

To book, please proceed to [TuksCareers](#).



**(13) Interview Venue Hire**

Provision is made for the use of UP venues for interviews and assessment purposes. Amount payable will depend on venue availability and size.

Services Provided:
Venue No lunch provided (Nearby restaurants available on campus)

**Interview Venue Available Option 1:**

- **Career Services office Interview Room** for hire, caters for 7 individuals  
R 550 VAT Excl. for 4 hours  
R 750 VAT Excl. for 8 hours

**Interview Venue Available Option 2:**

- **Kay Rosa Venue**  
R 600 VAT Excl. per room  
R 3000 VAT Excl. venue with all rooms included (5 rooms, 1 boardroom)

To hire a venue, please proceed to [TuksCareers](#).

**(14) Job & Other Advertisements Options:**

**ONLINE Advert (R900.00):** Vacancy will be placed on TuksCareers for 30 days accompanied by emails to the relevant students.

**Advertisement Option**

Package Includes	ONLINE: R900.00 VAT Excl.
Mass emails	✓
30-Day Advert on TuksCareers	✓

*Governmental departments as well as Charity organisations may advertise FREE.*

To book, please proceed to [TuksCareers](#).

**(15) The UP-Vacancy Recruitment Package**

The UP-Recruitment Vacancy Package caters for recruiters who would like to send out multiple recruitment vacancies throughout the year. It includes 4 advertisements annually to the value of **R3600** VAT excl. at a discounted cost of **R 3000** VAT excl.

To book, please proceed to [TuksCareers](#).



**(16) Other notification option: Email Request:**

Please note that this email option is send once off via email. E-mail will cost you R 550.00 VAT Excl.

To advertise or email please proceed to [TuksCareers](#).

**(17) SMS Hire**

A company may request that the Career Services office to send SMS to students on its behalf. Each SMS is charged at R1.50 cents VAT Excl. To book this service, please proceed to TuksCareers <https://upnet.up.ac.za/CareerHub/employers/>

SMS requests will be allowed only if the company provides the Career Services office with a 1-week prior request.

**(18) Student Ambassador Hire**

A company may need students to be their campus ambassadors as a means to distribute information on its behalf. This only relates to student recruitment and costs R150.00 VAT Excl. per student per hour. NB: UP will remunerate students with its fixed student rates related to their year of study.

To book, please proceed to TuksCareers <https://upnet.up.ac.za/CareerHub/employers/>

**Terms and Conditions**

**The University of Pretoria assumes that all information given by company representatives is correct and will not take responsibility for errors occurring because of wrong information provided.**

**By filing-in and submitting a form for use of our services, the company is liable for costs associated with the service selected. For more information on specific services, please refer to the terms and conditions as provided on each form.**