

UPSKILL

WITH THE RIGHT SKILLS



24/25

Career Services
Graduate Guide



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

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 @pkf_experience

 PKF Experience



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#ChooseUP

Make today matter.
STUDY AT UP





WELCOME TO CAREER SERVICES: **ABOUT US**

Welcome to Career Services where we'll guide you to become more employable while studying towards your qualification.

Career Services at the University of Pretoria (UP) provides a centre of support for UP students and graduates to assist them in preparing for their careers, because your success matters. Career Services is located in the Old Chemistry building on the Hatfield campus where students are welcomed in a friendly environment where they can receive advice and assistance to plan and prepare for their careers.

The Career Services team wishes you success for your future professional endeavours. We look forward to seeing you at our various employment-related initiatives and to provide you with the necessary support to embark on your professional career.

The Career Services office offers the following services

- » Career events and fairs
- » Graduate recruitment events
- » Hosting employers for job interviews and assessments
- » Providing one-on-one employability assistance
- » Hosting virtual employability workshops
- » Specialist webinars
- » Advertising job opportunities
- » Providing articles on current ready-for-work and employability related practices.



PLAN YOUR YEAR



* 7 June	Wednesday timetable is followed (*Provision for National Election Day) Lectures end for quarter 2 and semester 1
8-27 June	Examinations of first-quarter, second-quarter, and first-semester modules
16 June	South African Official Public Holiday
17 June	South African Official Public Holiday in terms of legislation
1-6 July	Supplementary examinations of first-quarter, second-quarter, and first-semester modules
7 - 21 July	July recess
9 July	Last day for submission of supplementary examination marks of first-quarter, second-quarter, and first-semester modules
8 - 20 July	Winter School
22 July	Lectures commence for quarter 3 and semester 2
24 July	Closing date submission of final marks for Winter School
26 July	Closing date submission of final marks for Spring Graduation
2 August	Last day of registration for quarters 3 and 4 or semester 2 (No student is permitted to register for a module after the first two weeks of lectures have passed, with the exception of cases that have been approved by the Registrar)
5 August	Friday timetable is followed
9 August	South African Official Public Holiday
17 August	#ChooseUP Day



19 August	Closing date for amendments or cancellation of modules (quarter 3, 4, and semester 2)
9 September	Lectures end for quarter 3
10 September	Lectures commence for quarter 4
17 September	Friday timetable is followed
18 September	UP Wellness Day (no lecture day)
19 - 29 September	September recess
24 September	South African Official Public Holiday
4 October	International Students' Day
26 October - 7 December	Cooling-off period for all non-academic student activities before and during the examination period
7 November	Lectures end for quarter 4, semester 2
9-27 November	Examination of third-quarter, fourth-quarter, second-semester, and year modules
2 - 7 December	Supplementary examinations of third-quarter, fourth-quarter, second-semester and year modules
7 December	Academic year ends
10 December	Last day for submission of supplementary examination marks of third-quarter, fourth-quarter, second-semester, and year modules



CALENDAR CAREER FAIRS

MAR

12 Accounting
13 Actuarial
14 Law

APR

23 General
24 Natural
Agricultural
Science
25 Theology and
Religion



MAY

21/22 EBIT
23 Economic
Management
Sciences
31 Veterinary Science

JUL

24 Postgraduate
Health Sciences

AU PAIR ABROAD

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MANAGER'S NOTE



I am very proud to introduce to you the 2024 Graduate Handbook with the theme:

'Upskill with the right skills'.

As the job market becomes increasingly competitive and with technological advances, graduates need to upskill to ensure their employability and career success.

As you might know, the purpose of the Career Services Office is to assist UP students and graduates to become more employable. In this publication, we have put together valuable tools and information which will assist you in obtaining your career goals, and ensure success in your future endeavours because 'Your success matters' to us. You might ask yourself 'Why the need to upskill'? Upskilling with the right skills is crucial in today's rapidly evolving job market and crucial for individuals to stay employable, adapt to changes, and thrive in the dynamic job market. At the same time, organisations benefit from a skilled and motivated workforce capable of driving innovation and maintaining competitiveness.

Upskilling means acquiring new skills to stay competitive and adapt to changing job demands. It is the process of learning new skills that employers are looking for to succeed now and in the future. By developing these proficiencies, upskilling closes the gap between what employees can do and what the organisation needs them to do. With the evolution of the workforce, rapidly evolving job market, and technological advancement, we believe in producing graduates who have the skills, knowledge and attributes necessary to succeed in the future job market.

Even if you are highly trained and educated, your industry will keep changing and require constant adaptation and you'll have to continue to upskill. You can evolve your skills to keep up with the changes in your industry and further your career. By focusing on honing your expertise in areas that align with emerging trends and industry demands, you can significantly enhance your career prospects. Whether it's acquiring technical capabilities in fields such as data analytics or mastering soft skills such as communication and leadership, investing in continuous learning and development will not only boost your professional growth but also broaden your opportunities for success. Remember, the key to staying ahead is to adapt and acquire the skills that will future-proof your career.

I want to encourage you to make use of the Career Services offerings to upskill yourself and future-proof your career. You can also take advantage of the *Ready for Work programme* that is specifically designed for students and graduates from UP to acquire the requisite skills and attributes to help them integrate more easily into the world of work, and to move from the world of education to the world of work with essential and/or specialised skills.

I wish you all of the best with your studies and future careers.

Ms. Tando Tyakume

Interim Manager: Career Services Office



MEET THE TEAM

From left to right:

Matete Mangena, Intern: Mentorship
Adivhaho Mudanalwo, Employability consultant
Relebogile Nkomo, Project Coordinator Mentorship
Ketshephile Mapheule, Intern: Internships and Graduate Placements
Naledi Sebetlele, Intern: Career Fairs and Employer Engagement

Muofhe Murudi, Project Coordinator Employability
Tlou Chelopo, Senior Administrative Assistant
Ezekiel Modikoa, Senior Administrative Assistant
Tando Tyakume, Acting Career Services Manager
Precious Mtileni, Student Administrative Assistant
Kekeletso Topo, Employability Consultant
Ineke van der Kruk, Administrative Assistant



Discover Your Future

Work with Top Electronic Brands &
Thrive in Our Vibrant Community

Join us at Azoteq and be part of an innovative team working with top consumer electronic brands. Located in Paarl, Western Cape, our vibrant community offers a perfect blend of tech excitement and natural beauty.

Discover endless opportunities for growth, competitive salaries, and a supportive work environment. Visit **www.azoteq.com** to learn more and apply today.
Your future starts here!



CAREER ROAD MAP

SECOND YEAR/THIRD YEAR:

- » Understanding the job market
- » Register for work programme
- » Employability workshops
- » CV and cover letter writing
- » Interview preparation/mock interviews
- » LinkedIn learning sessions
- » Social media awareness sessions

POSTGRADUATE:

Honours, Masters, PhD

- » Interview preparation/mock interviews
- » Mentorships
- » Internships



FIRST YEAR: First year programme

- » Understanding what employers need (it's good to start early)
- » How to navigate through varsity
- » How to maintain good grades
- » How to be well-rounded
- » Introduction on CV's and LinkedIn



FINAL YEAR PROGRAMME:

- » Interview preparation/mock interviews
- » Mentorship programme





Recognition at every level within
the **Finance Department**

Become an accountant and tax practitioner and
claim your Chartered designation with CIBA

ciba

CHARTERED INSTITUTE FOR
BUSINESS ACCOUNTANTS NPC

Professional Accounting and Taxation membership

1 Chartered Designations

Being chartered by CIBA means that you have been awarded a designation which is valued by employers.

2 Professional Privilege

CIBA works closely with government and business to stand up for its members and keep their rights safe. We make sure only the good and honest accountants get to join.

3 Support And Development

CIBA helps its members by offering free learning to keep your skills sharp, guides on how to do things, and the latest news on what's happening in the industry.

u2Pro

Powered by CIBA

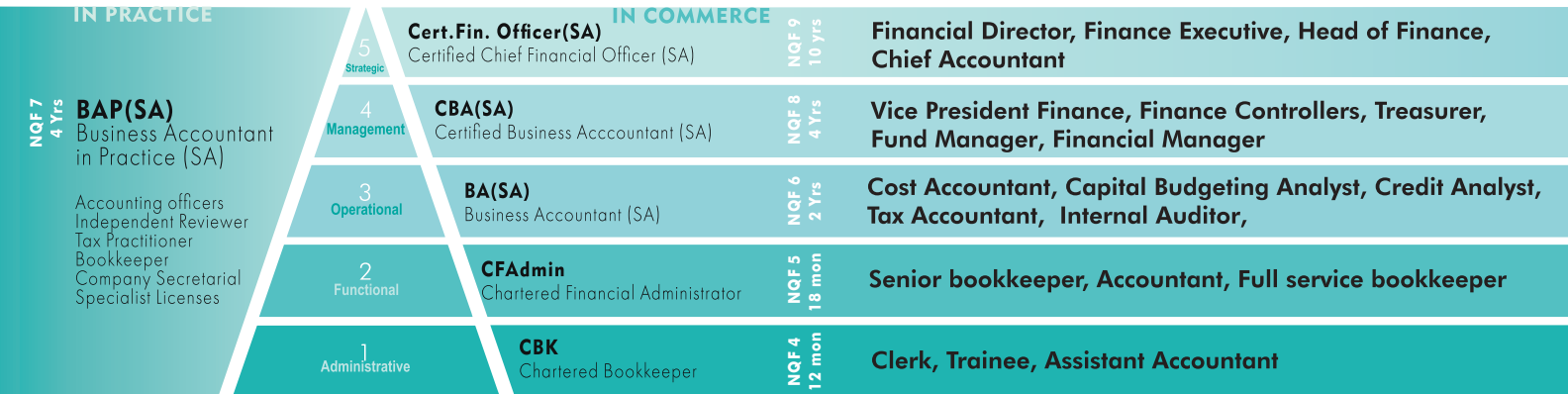
myciba.org.za/u2pro

Kickstarting Careers for graduates

1 Work Readiness Program

Gain work experience while you study and let CIBA help you find a job.

A simulation program that's like practicing a real job, but you're still a student. It's designed to help you learn all the skills you need to get a job after you graduate. This program teaches you how to do things you'll actually need to do in the workplace, making it easier for you to get hired.



UP

AT A GLANCE 2023



Make today matter

www.up.ac.za

FUTURE-FIT GRADUATES CREATING AN IMPACT THROUGH



#2 IN SA

UP is ranked second in South Africa and 190th in the world for producing graduates who understand the world of work and can make a valuable contribution right from the start.⁶

100%

Pass rate for veterinary nurses completing the only BVetNurs degree in Africa



90%

of the 2021 graduates were either working or studying full-time or part-time in 2022

86%

Examination pass rate in 2022



CARING WITH IMPACT

WE'RE BUILDING THE FUTURE BY



Offering strong learning support

- **FLY@UP** – ensures students can graduate in minimum time
- **FLYHIGHER@UP** – improves postgraduate success rate
- **Social learning spaces** – mimic real-world work and social environments
- **Connected campuses** – fibre optic connectivity across all campuses
- **Dedicated ECP campus** – the Mamelodi Campus hosts UP's flagship BSc and BCom extended curriculum programmes (ECPs) to set students up for success in the first year of their studies.
- **jTOnline e-learning platform** – helps high-school learners with free learning content.



Shaping students ready to work

- **Ready for Work** online courses help students prepare for the workplace.
- **An Entrepreneurship programme** teaches students how to become job creators rather than job seekers.
- **Centre for the Future of Work** researches new ways of working to create future-fit graduates.



In service to society

Socially responsible:

UP is the only representative from Africa in the University Social Responsibility Network, an international group of 16 top universities.

Actively engaged:

300 modules and **15 000** students are involved in **3 000** projects with **1 000** community partners.



Boosting brainpower

UP contributes to the following degrees in SA:



100%
of all Veterinary Science degrees



15%
of all master's degrees



11%
of all postgraduate degrees



10%
of all doctoral degrees

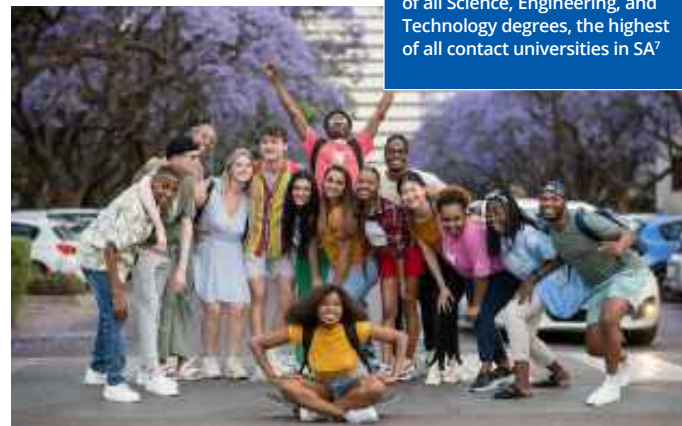


9%
of all engineering degrees

8.4%



of all Science, Engineering, and Technology degrees, the highest of all contact universities in SA*



1908 – 2023

MAKING TODAY MATTER

The University of Pretoria has Africa at its heart and aspires to become an African Global University, exerting influence through three major pathways: teaching, research, and service to society.

Academic offering



9
Faculties

Economic and Management Sciences
• Education • Engineering, Built
Environment and Information Technology
• Health Sciences • Law • Humanities
• Natural and Agricultural Sciences •
Theology and Religion • Veterinary Science



82
Research Institutes and Centres



51
Research Chairs

Five of our research chairs focus on
4IR technologies and data integration
to proactively solve current and
future problems



#3 Ranked among the Top 3 universities in Africa¹
IN AFRICA

A top-tier traditional university

- With the most academic staff to have a PhD (70.9%)
- With the highest research outputs by academic staff (2.24)
- With the most NRF-rated researchers (613)
- With the largest number of students enrolled (54 466)

Some of our research hubs solve the world's greatest challenges:

Forestry and Agricultural
Biotechnology Institute • UP Institute
for Malaria Control • Future Africa
• Engineering 4.0 • Innovation Africa@
UP • Javett-UP Art Centre • The Centre
for the Future of Work



4
Centres of Excellence

African Centre of Excellence for
Information Ethics • ARUA CoE in
Sustainable Food Systems • CoE in
Food Security • DST/NRF CoE in
Tree Health Biotechnology



1
Business School

- Gordon Institute of Business Science

MAKING AN IMPACT WITH



TOP 1% IN THE WORLD

UP ranks in the top 1% internationally in 14 fields.²

- Agricultural Sciences
- Biology and Biochemistry
- Chemistry
- Clinical Medicine
- Economics & Business
- Engineering
- Environment / Ecology
- Geosciences
- Immunology
- Microbiology
- Molecular Biology & Genetics
- Social Sciences
- Pharmacology & Toxicology
- Plant & Animal Science

UP is the only university in South Africa to feature in Economics and Business.³



#1
for Business

GIBS is ranked top in South Africa in the UK **Financial Times** rankings for their Executive MBA programme. The only African business school in the paper's annual Executive MBA Ranking, GIBS moved to position 74 in 2022.

Ranked among the Top 100 in the world

FOR IMPACT

- #30** SDG 15:
Life on Land
- #44** SDG 8:
Decent Work and Economic Growth
- #86** SDG 17:
Partnership for the Goals
- #88** SDG 9:
Industry, Innovation and Infrastructure⁴

FOR SUBJECTS

- #30** Mineral and
Mining Engineering
- #60** Law
- #51-60** Veterinary
Science²

References

1. 2022 Times Higher Education Impact Rankings 2. Web of Science Essential Science Indicators 3. 2022 QS World University Rankings by Subject and Times Higher Education (THE) Subject Rankings for 2022 4. THE Impact Rankings for 2022 5. Higher Education Management Information System (HEMIS), 2021 6. 2023 QS World University Rankings 7. HEMIS, 2021

IMPACTFUL LEAVING OUR MARK THROUGH RESEARCH

New research centres

- Biodiscovery Centre – a library of natural products in Africa
- African Centre for Biosecurity and Disease Risk Assessment – “One Health-One Biosecurity” solutions to address global disease- and animal health-related challenges
- Pan African Cancer Research Institute (PACRI) – to transform the fight against cancer in Africa
- African Centre for the Study of the United States at the University of Pretoria (ACSUS-UP)
- Centre for Asian Studies in Africa (CASA).

Research focus areas



Agriculture and sustainable food systems



Climate change and the environment



Inequalities, Social Justice and Human Rights



Smart infrastructure and innovation



Heritage studies



One Health



Economic development and sustainable futures



Water



Energy

Groundbreaking research at a global level

Collaborative international research in 2022 included:

- a leading-edge multidisciplinary study on the effects of grazing in deserts
- a study to investigate termite and microbial wood discovery and decay
- the discovery of the world's largest fish breeding colony in the Weddell Sea off the coast of Antarctica
- part of a high-level team to detect and characterise the genome of strains of the old-world Middelburg virus.

Patently innovative

15

New invention disclosures in 2022

12

International patents filed

7

SA patents filed and granted

UP is the only South African university ranked in the 2023 World University Rankings for Innovation.



15

A-rated researchers, recognised as leading international scholars in their field

We collaborate with over **3 000**

institutions across the globe and have some **230** international institution-wide partnerships across **70** countries and **6** continents.

Connected and collaborative

44%

Percentage of research that UP conducts with international collaborators

Highest number of qualified staff

70.9%

UP staff with PhD qualification
Average at other public universities: **48%⁵**

613

Number of NRF-rated researchers

... supported by AI

UP's family of robots consist of SmWoef, a robotic dog that works in the Engineering 4.0 research facility to collect routine data among agricultural crops for improved farming techniques. Libby is our robotic library assistant that works at the Merensky II Library, and Stevie is the gender-neutral robot based at Steve Biko Academic Hospital.



STEPS TOWARDS EMPLOYMENT



Employability is a set of skills, understanding and personal attributes that makes graduates more likely to become employed and be successful in their chosen occupations, benefitting themselves and the workforce.

WHAT DO EMPLOYERS NEED?

In a very competitive job market with many graduates applying for the same position, you need to **STAND OUT** from your peers. Your degree alone is not a guarantee that the job is yours.



HOW TO STAND OUT FROM THE CROWD:

- Earn good grades.
- Have a **professional** social media presence:
 - How you look and sound on social media is visible to anyone. Watch what you post - it could damage the perception prospective employers have of you.
 - Use your social media accounts to make relevant connections, build your brand and to seek networking opportunities.
 - LinkedIn is the preferred professional social media platform to network and discover employment opportunities.
 - UP offers a short course in utilising LinkedIn to your best advantage.
- Complete short courses to boost your skills and professional development in line with your degree and future career.
- Attend the free **Ready for Work Certificate Programme** at UP to upskill your soft skills to add to your CV before you apply for a job.
- Do volunteer work in your chosen field of study, thereby expanding your network.
- Apply for graduate programmes and internships at prospective employers. This can enhance your personal brand and character.
- Gain skills relevant to the workplace such as problem solving, teamwork, time management and communication.
- Join tutoring organisations or become a mentor to develop your own skills such as presentation and communication skills.
- Be well-rounded – engage in activities that will make you realise your potential.

YOU ARE READY TO SEARCH FOR A JOB – WHAT NOW?

Job searching is a job on its own and it can be challenging. It requires a lot of patience and time management skills. You need to stay motivated and be productive to secure the job of your dreams. You also need to understand the type of job you are looking for. As a graduate you will be mainly searching for entry level jobs such as graduate programmes, internships, and training positions.

WHERE TO START:

- Identify your skills and search for positions you qualify for.
- Understand the industry you want to be in.
- Consider your modules, skills and interests to find an industry environment in which you can thrive.
- Make a wish list of companies you'd like to work for. Follow their social media platforms, especially on LinkedIn.
- Do your research on these companies via their websites and keep an eye open for job opportunities.
- Create your job search strategy and implementation plan – attend career fairs and networking opportunities.
- Boost your online presence through career portals and job search engines.
- Set up a daily routine for job hunting and applying for available positions.
- Allocate time for possible interviews – you may only land five interviews out of every 50 applications you send out.
- Don't be too picky when it comes to job title or the location; remember that you don't have the necessary work experience yet.
- Consider gaining transferable skills by applying for jobs that are outside your field of study at university.
- Remain positive and motivated and do not take job rejections personally.
- Job searching is a growth experience. Try to get feedback from recruiters on why your application was unsuccessful and how you can improve your CV for future applications.

It's important to maintain a healthy life balance while applying for jobs as a graduate. Consider engaging in activities that will relieve your stress. Consider exercising, socialising and pursuing a hobby. Improve your professional skills by volunteering or doing short courses. Keeping yourself busy will provide some structure to your life, it will get you out of the house and potentially help you develop top employability skills that recruiters seek.



GOT THE DEGREE BUT NOT THE JOB?

A degree was once the best thing one could have to secure employment, but times have changed, and everyone wonders if degrees are even worth it. Degrees are still worth it; however, it is not the only thing that matters at the workplace. You need more than just a degree and good grades. Employers have shifted their focus to well-rounded candidates who prove to have a work-life balance.



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[Pty] Ltd

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MAKING TOMORROW STAINLESS
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Are you ready to kick off your studies with a Bursary from Columbus, or to develop a career in the Manufacturing field?

Columbus Stainless, founded in 1964 and part of the Multinational Acerinox Group, is proud to be the only producer of stainless steel on the African Continent. Durable and 100% recyclable, stainless steel has boundless potential as the preferred metal for the future, and Columbus remains dedicated to playing a significant role in South Africa's growth and development.

To remain one of the top stainless steel producers, we recruit excellent calibre people and are committed to training and developing them to reach their full potential and share in our successes.

Columbus offers an opportunity to develop through the practical application of the theoretical principles that you have learned about. You have worked hard and want to reap the rewards – there's no time like the present, so contact us right now!



Bursaries

Engineering

- Metallurgy
- Mechanical
- Industrial
- Electrical

Other

- Chemical
- Chemistry
- IT/Comp. Science
- Finance / Procurement

Training opportunities

Engineer in Training:

- Metallurgy / Chemical
- Mechanical
- Industrial
- Electrical

Graduates in Training:

- Chemistry
- IT / Comp. Science
- Finance / Procurement
- Human Resources

Disclaimer: Positions and opportunities dependent on availability and business needs as established by Columbus Stainless. Columbus Stainless has the right to withdraw any position or opportunity as it sees fit.

<https://columbus.mcidirecthire.com/external/currentopportunities>

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VDM Metals



THE PERFECT CV

Your CV is the first impression recruiters get of you – you need to make an impact within the first two to four minutes when reading it. Many recruiters reject a CV after only six seconds. You have to make your first impression last.

QUICK TIPS:

- » Keep your CV clear and concise - two to three pages makes it easy to read.
- » Avoid adding unnecessary information.
- » Personalise your CV to fit the available position, highlighting your skills sets, experience and relevant achievements.
- » Include words such as adaptable, innovative, implemented, and achieved.
- » Always spell check your CV and get a friend to do a double check for you.

Always include a short professional profile where you briefly introduce yourself to the recruiter. State your educational and career background, as well as skills that you have that align with the job description. Always add your contact details and references.

The same applies to cover letters; you need to personalise your cover letter to the organisation you are applying to. Highlight how you fit in with the company, and the value you will bring to the organisation. Most importantly, highlight person-job fit, what qualities make you the best candidate for the job and always have examples based on your experience.

Personalising is very effective because some companies use the **Application Tracking System (ATS)** to review CVs. If you don't know what an ATS is, you're not alone. Most job seekers aren't aware that their resume could be rejected by a computer algorithm without a hiring manager ever seeing it – even if they're qualified for the job. This system filters CVs based on keywords. Some ATSs score CVs based on how closely they match the job description. This score is based on your CV. It considers your work experience, skills set, education, and more. If your CV doesn't have a high enough score, it might not be considered for further consideration.

So, for an ATS to consider you a suitable candidate, always have what is included in the job description, key skills required, and your degree/qualification. Do not have graphics, tables, columns (the ATS system reads from left to right). The suitable format is a word/pdf document with popular fonts such as Times New Roman and Arial, 12 point font size and 1.5 line spacing.

Research found that **70-75%** CVs do not pass through the system, so you can use online CV websites to see if your CV will pass through the ATS such as Job Scan and Cultivated Culture.



Scan the QR code for CV and cover letter examples.



ROCK YOUR INTERVIEW BEFORE IT ROCKS YOU

You will probably never get used to interviews, no matter how many you've attended. It remains an experience that makes you nervous - but nerves are okay, they show that you care. The trick to rocking interviews is preparation - proper preparation can ease the nerves and help you to ace your responses.

As part of recruitment, most companies now use **psychometric tests** before calling you for an interview or after the interview. Employers use psychometric tests to assess intelligence, ability to perform at work, and personality. To assess all these, companies can use behavioural questions which require the highest level of honesty, or they could use questions related to problem-solving (e.g. patterns, numbers, scenarios).

Psychometric tests are just as important as the actual interview; therefore, you need to prepare and do well.



You can use the following
sites to practise and prepare:



BEFORE THE INTERVIEW

- » Research the company and understand what they do, what they are looking for, and their culture.
- » Assess how you fit in with the company and the job description.
- » Always do personal preparation for general questions and practise your responses.

DURING THE INTERVIEW

- » Arrive at least 10 minutes early and have copies of your documents in a file.
- » Always dress formally, be confident, and smile.
- » Tone - maintain your tone throughout and remember to remain calm.
- » Eye contact - maintain eye contact with all panel members.
- » Body language - maintain open body language.



Interviews may have behavioural/ scenario-based questions which require the STAR Method.

HOW TO APPROACH THE QUESTION USING THE STAR METHOD:

- » **Situation:** Describe the context in which you performed a job or faced a challenge. Be very specific and use examples from work experience, volunteer experience or any relevant event.
- » **Task:** Describe your responsibility in that situation.
- » **Action:** Describe how you completed the task to meet the challenge. Focus on what you did rather than your team or manager, for example.
- » **Result:** Explain the outcomes generated by the action that you took. Emphasise what you accomplished or what you learned.

After the interview, email the interviewer thanking them for the opportunity.

SOME OF THE GENERAL QUESTIONS YOU NEED TO PREPARE FOR IN ADVANCE:

- » Tell us about yourself.
- » Highlight your educational background, work experience and committees/ leadership positions.
- » Focus on your strengths and skills relevant to the position.
- » Why are you the best candidate?
- » Match your skills to the job requirements/description.
- » Highlight person-job fit, and what makes you stand out.
- » Why our company?
- » What it is about the company (their values, goals, and mission) you identify.
- » What makes the company stand out?

MOCK INTERVIEW SUCCESS STORIES

To rock your interview, also consider doing mock interviews. Mock interviews help you prepare your best responses to questions, thereby building your confidence. Here are some of the success stories from our graduates.



Naledi Thobedi

'The support from Career Services played a big role in my success'

"I completed my BCom Financial Sciences degree after initially studying BCom Accounting. I am currently an Investment Service Consultant at Allan Gray.

I owe so much of my success to the support I received from Career Services and highly recommend that graduates utilise services such as the Mentorship Programme, LinkedIn Learning, mock interviews and CV reviews.

I gained valuable insight into employer expectations, preparing for interviews and the refinement of my CV. This guidance secured me numerous interviews and empowered me to make the right choice from various job offers.

These services and support have had a transformative impact on navigating the competitive job market."



Matete Mangena

'The mock interview scenarios at Career Services are exceptional'

"I completed my degree in Public Management and International Relations and followed it up with an Honours in Public Administration and Management. I am currently an employability intern at Career Services.

The mock interview sessions facilitated realistic practice sessions which enabled me to manage general interview questions and scenarios with ease. I could identify my strengths and areas for improvement from the constructive feedback of the Career Services team. This led me to be fully prepared and confident for subsequent interviews.

I encourage graduates to take advantage of Career Services' various valuable free services and assistance to enhance your career prospects."



Mmokeng Kekae

'Eye-opening guidance from Career Services'

"I completed my BCom Financial Sciences degree and am currently busy with my BCom Honour in Finance Management Services. I am currently employed as a library student assistant at UP's Merensky Library.

The eye-opening and informative services at the Career Centre guided me from being a student to an employable individual. I attended the mock interview sessions, virtual employability workshops and the Ready for Work online course.

I recognised the importance of work experience and with the assistance of interview preparation I was ready for and confident about the job application process.

I encourage other students to seize the opportunity for personal and professional growth through the transformative impact of Career Services."



Kealeboga Tsiloane

'Career Services was with me throughout the entire process'

"I was born and bred in Johannesburg, but I've recently relocated to the Western Cape to begin my corporate career. I completed my undergraduate degree in 2023 at UP. This was one of most challenging, yet successful seasons of my life. I fell, stumbled and crawled, but I didn't give up. From writing a supplementary exam and being on the verge of repeating another year, to graduating Cum Laude - God is so good. I am now working as an Investment Service Consultant for one of the best asset management companies in the game.

Having experienced first-time jitters with my first ever interview, I contacted Career Services to assist me in preparing for my interview. I made use of the mock interview services that they provide, which simulated how my interview could potentially go. This gave me a better understanding of how to answer and ask questions confidently and correctly.

I had a great experience with Kekeletso. She took me through the entire process with so much patience. She also gave me additional practical tips that made my interview process so much smoother.

This service helped me prepare more effectively for my interview process. I went through a rigorous three-stage interview process with my employer, and Career Services was with me throughout the entire process. In addition to the mock interviews, I also attended career fairs, workshops and completed the Ready For Work Programme.

For anyone who has never used this service, I say do it! The services are not only free, but you walk away having gained so much knowledge and insight. You will have no regrets. All the best, and keep your head in the game."



Aaron Phetla:

'The mock interview service made all the difference'

"I completed my BEng Metallurgical Engineering degree last year and I am currently embarking on my career as a junior metallurgist at Minopex.

I had the privilege of using the mock interview service provided by the Career Services at UP which was a pivotal step in my transition from academia to industry.

My experience with the mock interview service was nothing short of transformative. Kekeletso's patience, understanding, and unwavering support made a significant impact on me. I vividly remember feeling nervous and unsure during our practice sessions, but her reassurance and guidance helped me to overcome my doubts and present myself confidently.

The mock interview service provided me with invaluable skills and insights that have proven to be instrumental in my career. Through the practice interviews, I learned how to articulate my thoughts effectively, respond to challenging questions with composure, and present myself in a professional manner. These skills not only helped me secure my current position at Minopex but have also continued to serve me well in my day-to-day responsibilities.

To anyone who may be considering using the services offered by the Career Services at UP, I strongly encourage you to do so. The mock interview service, in particular, was instrumental in helping me bridge the gap between my academic background and professional aspirations. It provided me with the tools, confidence, and perspective I needed to navigate the competitive job market successfully."



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The Baker Dozen+ Calendar



13 FEBRUARY
TUESDAY

Nurturing your talents:
vacation programme
application tips & nailing
your interview

22 FEBRUARY
THURSDAY

**Life as a CA at
Baker McKenzie**

13 MARCH
WEDNESDAY

Clerkship Q&A:
Your questions
answered

27 MARCH
WEDNESDAY

**Inclusion, Equity
and Diversity at
Baker McKenzie**

10 APRIL
WEDNESDAY

**What is commercial
law?** How to
develop and display
commercial acumen.

24 APRIL
WEDNESDAY

**Community and
sustainability** -
the importance of
purpose and impact

12 JUNE
WEDNESDAY

**What to expect
from your vacation
programme**

03 JULY
WEDNESDAY

Your choice
- via LinkedIn poll

26 JULY
FRIDAY

**Acing a
networking event**

20 AUGUST
TUESDAY

**Life as a global lawyer
at Baker McKenzie**

19 SEPTEMBER
THURSDAY

Our People Deal:
what makes Baker
McKenzie unique

09 OCTOBER
WEDNESDAY

**Staying in the game
and preparing for the
uphill cycles:** from
exams to recruitment



MEET THE RIGHT PEOPLE WITH THE RIGHT SKILLS



CAREER FAIRS: THE IMPORTANCE OF YOUR ELEVATOR PITCH

How would you maximise 30 seconds with your potential future employer? What would you say? How would you introduce yourself in order to leave a lasting impression? Sometimes a minute or even less is all you have to get your skills and qualifications across and make meaningful connections. This is your elevator pitch. Our annual career fairs offer you an opportunity to make such connections quickly and effectively. Considering the competitiveness of the job market, you must nail your elevator pitch.

Many diverse companies and recruiters attend the career fairs and you therefore have a wide selection of companies to market yourself to and connect with. However, due to the number of students who are also there for the same purpose, you need to ensure that your elevator pitch is memorable. Many students receive job offers solely based on the content of their elevator pitch. These students were successful in briefly yet effectively conveying their knowledge and skills, the value they bring and what they aspire to do. Along with possible employment opportunities, a great elevator pitch helps you to be recognised among your peers and build long lasting professional relationships.

Our career fairs aim to offer everyone an opportunity to engage with various companies and organisations within their respective fields and faculties. These engagements must be well thought out and prepared for as best as possible, including having a goal for the message you want to communicate, practising your pitch beforehand, being strategic and lastly, looking the part. Knowing what companies will be attending the career fair also helps you in the process of preparing your pitch.

You know you have prepared well if your pitch establishes your **credibility**, makes people **curious** and gets you **contacts**. You can call these the three Cs of a successful elevator pitch:

- » Establish your credibility by stating who you are, your qualifications and your interests.
- » Refer to your interests which could add value to certain positions.
- » Mention past experiences, problems you have solved and how people have benefitted from having you on their team.

Many students can testify of how a short conversation at a career fair puts them in a position to be considered for a job interview and subsequently get the job of their dreams. Preparation ultimately leads to confidence, and this shows any recruiter that you trust in your ability to do the job well.



INDUSTRY PRESENTATIONS: UNLOCKING THE DOOR TO CAREER SUCCESS

When pursuing career success, the most important thing to know is what it takes to make it. This entails many aspects. Some of these refer to who you need to know, how they reached their success, and also how to get into the right places. Industry presentations are the platform for you to get the tips required to get into the necessary spaces geared towards building your career.

INDUSTRY PRESENTATIONS

Industry presentations are presentations and events that are organised through a collaboration between the Career Services, companies, and recruiters.



Career Services

Companies
Recruiters



Company presentations

In-person
Online



Connections

Students and graduates
Industry
Meet employers
Share graduate programmes
Job opportunities
Organisational culture



Platforms

Tips to career success
Career opportunities
How to be successful

BENEFITS OF INDUSTRY PRESENTATIONS

Career success is a long-term process that requires you to take a lot of initiative. The very first step is to go and find out what it takes. Industry presentations gives you the opportunity to:

- » Interact directly with employers and recruiters.
- » Demonstrate your talents.
- » Learn more about career prospects.
- » Explore opportunities within the company.
- » Gain better understanding of the company and positions available first-hand.



ARE YOU READY FOR WORK?

When you look at your skills, are you confident that you have the right skills to qualify for your desired job beyond just your degree? Are you aimlessly applying for jobs in the hope of entering the workspace? And let's say you land your dream job; do you have the right skills to thrive in a work environment? If you were not able to confidently answer yes to these questions, then chances are that you may not be as work-ready as you may have thought. Your degree is a great achievement but it may not be enough to ensure ultimate success as you transition into the world of work.

WHAT HAPPENS WHEN YOU ARE NOT READY FOR WORK?

Without the right skills, you may feel overwhelmed by the pressures that come with career planning, dealing with different kinds of people in a work environment, managing a healthy work-life balance, and even obtaining skills on how to better partner with artificial intelligence in the workplace. The emphasis on being ready for work is not far-fetched. It has been argued that higher education institutions should be more compatible with industry expectations and requirements.

A study was conducted to establish the worthiness and capability of South African graduates in the employment sector. The results of this study found that graduates did not feel adequately prepared for the workplace and that they expected more effort from higher education institutions to meet labour market requirements. Moreover, employers were also concerned about graduates who were not able to perform to standard due to a lack of skills and knowledge (Hansen 2017; Botes and Sharma 2017: 110). Soft skills are now more in demand than ever before. As such it is important for students to take charge of the development of their soft skills.



WHAT IS THE *READY FOR WORK PROGRAMME*?

Getting ready for work may seem like a tedious task. However, as a UP student, you can be equipped and prepared for your future career. UP offers a free online programme called the *Ready for Work Programme* which aims to do exactly what the title suggests. The *Ready for Work Programme* now comprises six individual packages, each focusing on a different aspect of skills development and career planning. Upon completion of the programme, you will be able to plan your dream career, enhance job satisfaction, navigate the workplace and develop your professional and soft skills. In addition to these skills, the programme also offers you an opportunity to gain insight into the relevant field of artificial intelligence.

The job market is extremely competitive. Employers no longer look for a qualification alone, they look for the right skills as well. Upskilling with the right skills is key to being and staying relevant in your industry. The *Ready for Work Programme* is structured to give you, as a student, a competitive edge to make you stand out from other candidates with the same qualification as you. Don't let being under skilled be the reason why you miss out on life-changing opportunities.

WHAT EXACTLY ARE SOFT SKILLS?

Soft skills are personal attributes needed for success on the job.



Time management



Networking



Teamwork



Creative thinking



Conflict resolution



THE DREADED EMAILS

The best way to be informed, alerted and guided is through constant communication. Communication is the backbone of our operations at Career Services.

We believe that it is important to share why we send emails and how you can benefit from them. We make a concerted effort to share job opportunities with you. These vary from on-campus-based opportunities or internships, job vacancies, and invitations to presentations, amongst others. We therefore need to communicate as much as we can.

How do you benefit?

- » Sharing available opportunities, the requirements and how to apply.
- » Sharing company vacancies and job opportunities.
- » Connecting you to available positions, even after graduation.
- » Creating awareness of our service offerings:
 - Mentorship programme
 - Career fairs
 - Company and industry presentations

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INDUSTRY-LEADING
ORGANISATIONS**



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Software Developers | Power BI Analysts.



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AND LET'S CO-CREATE VALUE TOGETHER!

SUCCESS STORIES

Madjoram James Matebane

*'Career fairs provide invaluable
networking opportunities'*

"I completed my BSc in Software Engineering and diplomas in Data Analysis and Cybersecurity and am currently studying for a BCom in Statistics and Data Sciences at UP.

Career Services played a major role in my appointment as a Graduate Data Scientist at FNB, focusing on retail services, interactions and retail analytics.

The guidance, support and opportunities offered by Career Services facilitated my transition to a degree aligned with my career aspirations. I gained invaluable knowledge through the career fairs, the Ready for Work Programme, industry presentations and learning how to create an effective elevator pitch. I felt confident to interact with potential employers with the communication skills I learned at Career Services.

Attending industry presentations shaped my career vision and offered exposure to the opportunities in emerging technologies in the fields of data science and software engineering, thereby enriching my professional journey.

In my spare time I find solace in playing piano and guitar."





Katlego Malatji
*'Selling yourself through an
effective elevator pitch'*

Katlego Malatji is a prominent figure in the entertainment industry, boasting over 15 years of experience as a music lawyer and entertainment entrepreneur. He is the founder of HomeComing Events and Tailormade Legal Solutions, and currently holds the position of Director for Legal and Business Development at Sony Music Entertainment Africa, while also serving as a director for the Recording Industry of South Africa.

After graduating, Katlego embarked on a diverse journey, initially doing his legal articles but he realised that a career as an attorney was not aligned with his aspirations. He went on to establish several companies, including Tailormade Legal, where he represents many of the country's top talents, ultimately paving the way for his current role.

Katlego emphasises the importance of maintaining and nurturing networks established during University, as they prove invaluable in the marketplace. He also advises continuous improvement of soft skills through practical experience or further short courses, given the ever-evolving nature of the job market.

When it comes to crafting a successful elevator pitch, Katlego suggests understanding the common problem that needs to be addressed and efficiently getting to the point without delving into lengthy narratives, as brevity is key in such situations.



Lebone Latricia Ndhlovu

'Career Services taught me how to craft an effective elevator pitch'

"I completed a BA Honours in Criminology at UP and currently serve as an administrative intern under the Section of Crime Prevention Operations at SAPS.

The invaluable skills I gained from Career Services ranged from client and time management and creating an effective elevator pitch. It is important to be memorable, interesting and concise. Introduce yourself, highlight unique qualities and accomplishments and conclude with a question to keep the conversation engaging.

Career Services provided me with opportunities to interact with potential employers and gain insight into their companies. The Ready for Work Programme prepared me to enter the workforce with confidence and clarity on my career path."





Gareth Griffiths

'Leading the way: A triumph in accounting sciences'

"I am currently studying towards a Masters in Taxation at UP while concurrently serving as an Academic Trainee in the Faculty of Economic and Management Sciences.

I obtained both my Bachelor of Commerce (Accounting Sciences) degree and Postgraduate Diploma in Accounting Sciences at UP. In January 2024 I wrote the SAICA Initial Test of Competence (ITC) exam, the first of two professional exams set by SAICA to qualify as a Chartered Accountant in South Africa (CA(SA)). To my surprise and tremendous delight, I achieved the top position in the country for this exam.

I feel immensely privileged to have obtained this distinction and I extend my deepest gratitude to my family and friends whose unwavering support propelled me through this journey. Their belief in me and their ongoing encouragement served as a constant source of motivation.

The lecturers within the esteemed CA(SA) programme of the Faculty of Economic and Management Sciences at UP played an indispensable role in shaping my trajectory. Their invaluable guidance, wisdom and continued support were instrumental in helping me to reach this pinnacle. Furthermore, the remarkable achievement of a 100% pass rate in the ITC by UP Alumni underscores the calibre of the education and the excellence fostered within the programme.

I look forward to continuing my journey to qualify as a CA(SA). I will be joining PwC next year, eager to apply my learned expertise, to write the SAICA Assessment of Professional Competence exam and to continue to grow within the realm of assurance, accounting, finance and taxation."



Navigate your future



Atlegang Lebeloane

Present: Student

Future: Data Scientist

If you're ready for the future, we're ready for you.

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ORIGINAL THINKING

ens.

Nkateko Hlongwane

A firm believer in getting involved

"I am currently a first year Candidate Legal Practitioner at ENS. I am a proud LLB graduate from the University of Pretoria. I was born in Giyani, Limpopo and moved with my family to Gauteng at the age of four. I matriculated from Rhodesfield Technical High School in 2019 and commenced my LLB studies in 2020. My decision to pursue law was influenced by my debate experience throughout my high school career, from grade 9 to grade 12.

"I am a firm believer in getting involved in school and being productive. Therefore, throughout my university career, I was involved in extracurricular activities, which would eventually help to develop both my leadership and people skills. During my time at university, I participated in the Kovies Moot Competition in 2020, which our team won. Later, I became part of the University of

I would recommend that students take advantage of every opportunity provided to you within the University to grow and improve yourself.



Pretoria Moot Executive Committee, as Head of Outreach, from 2021 to 2022. I was also the Professional Development Director for Golden Key International Honorary Society from the year 2021 to 2022, and in 2023, I served as an Ordinary Judge at the Constitutional Tribunal (Student Court).

“During my university years, among all the activities I participated in, it’s my role as a Library Assistant at the O.R Tambo Library from 2022 to 2023 that stands out as the most significant. This role taught me a lot about client services, time management, and accountability and was a wonderful way to meet most of my peers.

“My life at the University of Pretoria was one that afforded me so many different opportunities, and allowed me to grow and improve as an individual. The learning and social culture at the University is one that challenged me intellectually, as well as socially and forced me to get to know people and make new friends.

“It was really the small things that were enjoyable, lunch session with friends at Aula, Friday night socials and walks at the LC Sports campus. It was a wonderful opportunity to be exposed to the diversity of the University students.

“I participated in ENS’s summer vacation work programme in December 2022, where I was placed in the Competition Department. This experience provided me with direct exposure to the daily operations of a Competition Department and valuable insights into the skills and competencies required to excel as a proficient Competition lawyer. The programme included activities such as legal research and drafting, information sessions on the different departments and the type of work the law firm does, with my favourite part being a moot court competition. The programme was intense but enjoyable.

“I wanted to be in a law firm that is passionate about the African continent and sees the potential that Africa has, which I believe that ENS to be. I also wanted to be in a law firm that deals with complex and interesting legal commercial work, and where I can learn from one of the best within the legal industry. It is a place where I can be trained well in my area of speciality, and further the rotations within the two years in which you complete your articles allows you to quickly hone your skills within a particular area of practice.

“Currently, I am in the Corporate Commercial department, and my director’s practice includes:

General corporate and commercial drafting and negotiations, Opinions, Regulatory advice, Updates on regulatory changes, and Advertising Standards Authority work and industry advocacy, with a specialisation in healthcare and pharmaceutical law, food, and pet food industries.

In the past two months, my day-to-day tasks have included meetings with clients, research, drafting legal opinions and memos and correspondence with the relevant regulatory bodies.

“Finally, I would recommend that students take advantage of every opportunity provided to you within the University to grow and improve yourself. I would encourage you to find some sport or society that you enjoy, to keep yourself busy with when you are not studying. I would advise you to always plan ahead and have a structure, especially with your academic work, because there is nothing more painful as cramming in a whole semester’s work the night before a big exam or test. Lastly, enjoy the time and freedom that you have during your University years, spend time with friends, try out new places and create lasting memories.”

THE LUXE LEAGUE VICTORIOUS AT L'ORÉAL BRANDSTORM FINAL

This win presents a prestigious opportunity – the chance to compete in the international finals held in London this June and represent South Africa. We eagerly anticipate presenting our project to a global audience and sharing the stage with other talented teams. We also look forward to receiving guidance and insights from the L'Oréal team and the opportunity to learn from their knowledge and experience. We hope that our project, which aims to bridge the divide in the beauty industry, will leave a positive impact.



Lisa Brown

"L'Oréal Brandstorm is a truly unique competition with emphasis on inclusivity, sustainability, and technological innovation.

A team from UP, Luxe League, was thrilled to announce their victory at the recent L'Oréal Brandstorm local finals. According to participants Lisa Brown, Alexandra Marques and Chihoriem Eresia-Eke, the rigorous competition process honed our concept, and we are deeply gratified by the recognition."



Alexandra Marques

"Brandstorm has been a whirlwind, from generating ideas in a coffee shop to presenting them to a panel of highly influential people. It has been an incredible journey, an eye opener. Brandstorm has not only reinforced my love for the fashion and beauty industry but instilled a fresh sense of determination and inspiration. The L'Oréal team has been nothing short of amazing, creating an environment where creativity flourishes and comfort is paramount. As we progress into the month of May, I find myself brimming with excitement, eager to work closely with the L'Oréal team in polishing the project and learning from their expertise. Brandstorm for me is more than a competition, it is a celebration of creativity, a testament to innovation and a reminder that anything is possible."



Chihoriem Eresia-Eke

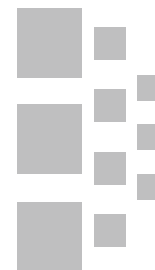
"I've wanted to be a marketer since I was 11 years old. Marketing, for me, is about understanding people; it's the art of storytelling and making a difference with innovative ideas. This is exactly what L'Oréal Brandstorm embodies, and so my team and I decided to take on the project. Winning the local finals on 11 April, my birthday, felt like a gift straight from my 11-year-old self, the one who knew marketing was her calling. The win was more than exhilarating - it was a validation of my passion. We went up against over 1 000 individuals. While we may not have had the technical prowess of the many engineering and IT teams, what we did have on our side was the art of storytelling. The ability to ask, "what if?", and imagine a new chapter of inclusivity in the beauty industry. Now, we head off to the global finals in London, representing not only the University, but South Africa. I'm excited to undergo mentorship at L'Oréal and connect with brilliant minds determined to bring our ideas to life. This is an opportunity for us to showcase our work on a global platform and prove that sometimes, the most innovative solutions are simply the most human ones."



They add that conceptualising a product that aligns with the set values while remaining marketable had been a unique and eye-opening experience. It has broadened their perspective of the limitless possibilities technology offers within the beauty industry. Over the next month, the participants are enthusiastic to refine their project and rise to the challenge of presenting it globally. They look forward to sightseeing in London, as well as the many opportunities that the Brandstorm competition will provide, such as networking, learning more about the industry, and gaining experience with public speaking.



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LEVERAGING AI FOR SUCCESSFUL JOB SEARCHING: A COMPREHENSIVE GUIDE

In the journey of job searching, individuals often find themselves navigating through a maze of tasks alone, leading to heightened pressure and stress. However, by partnering with artificial intelligence (AI), job seekers can revolutionise their approach, enhancing efficiency and easing the process.

Job searching typically involves defining career goals, crafting CVs, applying strategically, tailoring cover letters, and preparing for interviews. While these steps are crucial, meeting their standards single-handedly can be challenging. AI, which simulates human intelligence processes, offers a solution by bridging the gaps created by individual limitations.

BENEFITS OF PARTNERING WITH AI

Efficiency, accuracy, and personalisation are hallmarks of AI's role in job searching. Firstly, AI saves time by swiftly matching job seekers with relevant vacancies based on their skills and qualifications. This not only streamlines the process but also ensures a match with basic job requirements.

Secondly, AI automates the CV screening process, enabling recruiters to extract desired qualifications efficiently. For job seekers, this minimises the risk of CVs being overlooked.

Additionally, AI provides virtual tools to aid in writing clear and concise CVs and cover letters. These tools offer guidance on keyword placement and skills highlighting, enhancing applicants' presentation. However, it's essential for job seekers to retain authenticity in their narratives, supplementing AI-generated content with personal details.

Furthermore, AI assists in optimising LinkedIn profiles, increasing visibility to attract potential employers. While these advancements are beneficial, authenticity remains paramount, discouraging the exaggeration of skills or creation of false expectations.

FREE AI TOOLS FOR JOB SEARCHING SUCCESS



LINKEDIN OPTIMIZATION TOOL:

Focuses on enhancing LinkedIn profiles to increase search appearances and appeal to recruiters.



CHATGPT:

Offers multiple text-writing features, aiding job seekers throughout the search process.



APPLICATION TRACKING SOFTWARE:

Collects, filters, scores, and matches applicants' skills with job requirements.

EMBRACING AI IN JOB SEARCHING

As many companies adopt AI for recruitment, job seekers must adapt to the digital transformation era. While AI alleviates pressure and anxiety, it should complement rather than replace the job searching journey. The quality of effort invested correlates with the outcome.

Partnering with AI can significantly enhance job searching endeavours, offering efficiency, accuracy, and personalisation. By leveraging AI tools and platforms, job seekers can navigate the complex job market with greater ease and effectiveness. However, maintaining authenticity and investing quality effort remain integral to success in securing desired employment opportunities.



UNLOCKING INSIGHTS AND CONNECTIONS

Career Services has been running the Mentorship Programme for five years, aimed at exposing final-year students to the professional world through mentorship sessions with industry experts. Over this time, the programme has significantly expanded and evolved. In 2023, it boasted 1 476 mentees and 1 675 mentors, earning it the Best Readiness Award at the SAGEA 2023 Awards. This recognition underscores the team's dedication to supporting students and the program's positive impact on their career development.

The Mentorship Programme targets all final-year students, including postgraduates across nine faculties, with the goal of fostering their growth and equipping them with essential skills for the job market. Mentors are carefully selected through various channels such as LinkedIn, the UP Alumni Connect App, and the office's industry database. The Career Services team oversees the smooth operation of the programme, ensuring meaningful exposure to professional environments.

The programme typically spans six or seven months but can be extended based on the mentor-mentee relationship. Its overarching aim is to lay a strong foundation for students, guiding them toward promising careers and bright futures in their respective fields.





WE ARE UNLOCKING VALUE FOR THE **YOUNG WORLD'S** FUTURE

By 2030, four in five children will be born in the Young World, making this region central to the future. With growing markets and young, productive populations, Young World countries have the most positive potential trajectory in the world. It is here that investments of all kinds will have the highest social and economic returns.



Our job at Genesis is to help societies, governments and businesses across the Young World succeed at three fundamental historic transitions.

RECONFIGURING ECONOMIES

Creating income for large, rapidly urbanising youth cohorts within a global economy undergoing profound changes.

A HUMAN TRANSITION

A fundamental rethink of how societies, governments and markets can ensure the health and cognitive and social well-being of all those young people, including the most vulnerable.

A JUST CLIMATE TRANSITION

Both to decarbonise and to manage the human and economic impacts of a global crisis they did not cause.

We unlock value through the following practices: Centre of Digital Excellence | Climate Finance | Competition & Regulation
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We do work that matters. Join us to be part of this historic change.

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G:ENESIS
UNLOCKING VALUE

THE MENTORSHIP PROGRAMME PHASES

- » Students receive an application link sent through Career Hub.



- » Mentors receive an application via the UP Connect App, LinkedIn, Social Media Platform: Instagram.



- » The Career Services office matches students and mentors based on their gender preferences and fields of study.
- » Mentors and mentees receive communication via email informing them of their established matches and an invitation to join an induction session.
- » Employability workshops are available to students, including LinkedIn Learning, CV and cover letter sessions, and mock interview sessions.
- » Mentors and industry experts host webinars to share information about resources and available opportunities with all students participating in the programme.
- » Both mentors and students submit feedback reports.
- » Students receive Certificates of Completion and reference letters.
- » Mentors receive Certificates of appreciation to mark the closure of the programme.



EXPLORING THE BENEFITS OF THE MENTORSHIP PROGRAMME FOR ALL STAKEHOLDERS

FOR MENTEES

- » Mentoring sessions that offer career support by industry professionals.
- » Networking and building contacts through job shadowing.
- » Gaining an insight into a chosen career field.
- » Developing of specialist skills.
- » Developing employability skills.
- » Practical advice on job search techniques and skills.
- » Receiving a Certificate of Participation and reference letter from mentor.

MENTEE



Lesedi Sarah Digoro

*'Find inspiration and support
at Career Services'*

"I graduated my BCom Law degree with 20 distinctions, specialising in Business Accounting and Taxation. Currently I am in my final year LLB studies.

As an introvert I came to realise the importance of mentorship as it fosters personal and career growth by providing guidance, clarity and discipline. My mentor, Kuhlula Mbungela, is a professional and inspiring mentor challenging me to learn and grow.

I got to know myself, identify my career path and learned effective communication skills through the extensive resources at Career Services.

The Mentorship Programme played a significant role in my career development, transforming me from a shy academic into a mentor and designate judge, with highlights including shadowing my mentor at work and meeting prestigious judges at the High Court. This experience has shaped my professional journey."

MENTORSHIP AT CAREER SERVICES – WHAT DO I GAIN?

- » Recognising one's skills and experience.
- » Developing leadership and management qualities.
- » CV enhancement with voluntary service to students.
- » Improving communication and interpersonal skills.
- » Engaging in volunteering opportunities, which are valued by employers.
- » Receiving a Certificate of Participation.





Deshree Pillay

'The importance of a well-planned mentorship programme'

"I graduated from UP with a BSc in Environmental Sciences in 2016, BSc Hons in Geography and Environmental Sciences in 2017 and a MSc in Environment and Society in 2020. I am currently employed at PricewaterhouseCoopers (PwC) as a Senior Associate in the Sustainability and Climate Change team which forms part of the Energy, Utilities and Resources team.

"Acquisition and transfer of knowledge, skills and information can be done in many ways. I firmly believe that this process is most effective through a well-planned mentorship programme. It provides a relatable role model who has recently navigated the challenges of academia and can offer practical advice on coursework, research projects, and career paths. Through the mentorship programme, students can gain insights into the latest industry trends, develop critical thinking skills, and expand their professional network. Overall, this mentorship initiative bridges the gap between academia and real-world applications, empowering students to thrive in their academic pursuits and future careers.

"The relationship with my mentee was excellent. The trust and acceptance were established over a short space of time, and he was always amenable

and open to advice. He saw the value and long-term benefits of the mentorship programme and embraced it with genuineness.

"The mentorship programme has given me a sense of purpose as I guide and support mentees through their academic and career journeys. This experience has improved my leadership skills, as I've learned to manage and inspire others. Moreover, engaging with university students has deepened my empathy and listening skills, enabling me to tailor support to their individual needs. Guiding students through challenges has sharpened my problem-solving abilities and broadened my perspective, reinforcing my commitment to lifelong learning and personal growth. Overall, mentoring has been a transformative experience, shaping me into a more effective leader and empathetic listener while providing immense fulfilment.

"The highlight of the programme was to witness the success of my mentee. He is currently enrolled for an honours degree at UP and acquired a part-time job in industry, all within the duration of the mentorship programme.

"I have experienced first-hand what this programme can achieve. I have witnessed students setting ambitious targets and achieving their goals. The mentorship programme gives the student a real-world perspective into life after their degree. Students generally embrace the programme with sincerity and are able to meaningfully optimise the time spent with a mentor. I would definitely recommend a mentorship programme to any student."

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Industry webinars connect professionals from various companies with mentees in a programme, providing insights into different companies and opportunities for upcoming graduates. Tailored to accommodate all university faculties, these webinars have proven beneficial, helping students build professional networks, gain company insights, and acquire necessary skills for the job market. With about 30 webinars hosted in 2023, students find them informative, expanding their networks and knowledge through expert presentations and interactive sessions.



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UNDERSTANDING AND OVERCOMING A GRADUATE PLATEAU

While a career plateau is a familiar concept, the phenomenon of a graduate plateau, or graduate unemployment, is gaining recognition. This state of frustration and psychological vulnerability occurs when graduates face prolonged unemployment after completing their education. Understanding the causes, effects, and potential solutions to this issue is crucial in navigating the transition from education to employment.

WHAT IS A GRADUATE PLATEAU?

Graduates often find themselves facing a plateau period, characterised by limited job prospects and feelings of frustration. The challenging job market, coupled with factors like skills mismatch and limited networking opportunities, contributes to this phenomenon. While further education may seem like a solution, even postgraduate degrees do not guarantee employment in regions like South Africa, where high levels of unemployment persist.

CONTRIBUTING FACTORS

Various factors contribute to a graduate plateau, including a skills mismatch, ineffective government employment programmes and more. Additionally, corruption and nepotism exacerbate the issue, further limiting job opportunities for graduates. Employers' preferences for specific universities and skills further compound the problem, highlighting systemic issues within the employment landscape.

IMPACT ON INDIVIDUALS

A graduate plateau not only affects individuals' economic prospects but also their mental well-being. Research indicates a link between unemployment and depression, highlighting the psychological toll of prolonged joblessness. While some graduates adapt by pursuing further education or taking unrelated jobs, others face emotional exhaustion and diminished self-esteem.

A GRADUATE PLATEAU AND EMPLOYABILITY

Enhancing employability is crucial for overcoming a graduate plateau. Government and universities must collaborate to bridge the gap between academic qualifications and workplace skills. Measures such as skills training, work-integrated learning, and mentoring programmes can help graduates transition into the workforce more smoothly.

SOLUTIONS

Addressing the graduate plateau requires a multifaceted approach. Government must combat nepotism and corruption while fostering economic growth to create more job opportunities. Additionally, individuals can take proactive steps to enhance their employability, such as upskilling, networking, and seeking career guidance. Mentoring and social support networks also play a vital role in mitigating the negative effects of graduate plateau.



HOW TO AVOID OR OVERCOME A GRADUATE PLATEAU

Graduates can take proactive steps to avoid or overcome plateau periods by continuously upskilling, networking, and maintaining a strong work ethic. Leveraging online resources, professional associations, and mentorship opportunities can help graduates stay competitive in the job market. Additionally, honing soft skills and showcasing leadership abilities through extracurricular activities can enhance employability.

In conclusion, a graduate plateau presents significant challenges for individuals transitioning from education to employment. By understanding the factors contributing to plateau periods and adopting proactive strategies to enhance employability, graduates can overcome these challenges and achieve long-term career success. Collaboration between government, educational institutions, and individuals is essential in addressing this complex issue and creating a more supportive environment for graduates entering the workforce.



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EXPLORING INTERNSHIPS: A VITAL ROLE IN THE CAREER SERVICES OFFICE

The Internship Programme at UP, a collaboration between the Career Services Office and the UP-HR Learning and Development Department, aims to provide recent graduates with valuable work exposure and experience. Funding from Sector Education and Training Authorities (SETAs) and the Department of Higher Education and Training (DHET) enables UP to offer internships across various departments and disciplines.

SELECTION AND PLACEMENT

Once funding is secured, departments create advertisements based on SETA requirements, inviting qualified UP graduates to apply. Shortlisted candidates undergo interviews, and successful applicants are placed within host departments. Each intern is assigned a mentor and a line manager to support their professional development throughout the internship.

BENEFITS

The programme benefits interns by offering practical work experience, skills development, and exposure to the workplace environment, enhancing their employability. Additionally, it fulfils the Career Services Office's mission to support graduates in their transition to the workforce, contributing to their success and UP's reputation. The programme also demonstrates UP's commitment to talent development, industry partnerships, and socio-economic development in South Africa.

FUNDING AND INDUSTRY PARTNERSHIPS

SETAs such as ETDp-SETA, AGRI-SETA, CHIETA, CATH-SETA, and SASSETA have previously funded UP's internship programme. The University actively seeks funding from other SETAs to expand internship opportunities. These partnerships strengthen UP's relationships with industry stakeholders and showcase its dedication to education and professional development.

SUPPORT RESOURCES

Interns receive comprehensive support from various University entities, including line managers, the HR department, the University's EAP Wellness programme, and the Career Services Office. Line managers offer guidance, feedback, and mentorship, while the HR department assists with administrative matters. The EAP Wellness programme provides resources for mental health and well-being, and the Career Services Office conducts feedback sessions, training programmes, and offers guidance on career preparation.

UP's internship programme plays a vital role in supporting graduates' transition to the workforce and advancing their careers. Through funding, partnerships, and comprehensive support resources, UP ensures that interns have a positive and enriching experience, contributing to their success and UP's reputation as a leading educational institution.





Hannah Jansen van Vuuren

'I gained so much from my internship'

"During my internship at the Department of Human Resources: Learning and Development (Human Capital), I had the privilege of being mentored by Dr Louw Botha, the manager of Learning and Development. Dr Louw provided invaluable insights into the role of learning and development within the University, allowing me to expand my knowledge and skills in areas such as performance and talent management, B-BBEE compliance, and human capital. I consider all members of the learning and development department to be my mentors, as their diverse backgrounds and experiences offered me various perspectives on Human Resources.

Regular check-ups with Dr Louw ensured that I received guidance and support whenever needed, and I found him to be a considerate mentor who was always willing to assist me. In addition to in-house training, I had the opportunity to attend external courses, including work optimisation workshops, which further enriched my learning experience. I also had a supportive network of staff members, including Dr Louw and Mr Lenny Manyelo, the deputy director, whom I could approach with any concerns. Furthermore, I had the chance to attend HR conferences and management training sessions, where I interacted with colleagues from different departments, fostering valuable connections and expanding my professional network. Overall, my internship experience at the Department of Human Resources provided me with invaluable learning opportunities and equipped me with the skills and knowledge necessary for my future career in HR."

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As part of the degree, the PDBA full-time careers programme runs throughout the academic year and is compulsory for all students. Wednesdays during term time are dedicated to a career management and development track that includes workshops, masterclasses and business challenges designed to equip PDBA students with the knowledge, insight, and tools they need to navigate the world of work and enhance their employability.

The first four modules focus on preparation for the internship programme which takes place in August and September and on return from the internship, the focus switches to the year ahead as students redirect their focus to full-time employment and/or further studies.

The following sessions were included in 2023 the careers programme: Starting your career journey: career strategy, CVs, cover letters and LinkedIn, 'The new world of work', personal branding, interview skills (plus preparatory exercises), presentation skills, difficult conversations and resolving conflict in a constructive way, the entrepreneurial mindset, the consulting profession, an HR practitioner's perspective on do's and don'ts in the workplace, business and professional etiquette, internship skills/internship readiness, negotiating and unpacking salary packages, financial planning and financial wellness and then lastly, 'Post PDBA, what's next?' – job satisfaction and purpose; and 'Finishing Strong' (building a plan of action for transition from the PDBA).



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NAVIGATING THE INTERNSHIP JOURNEY: FROM INTERN TO EMPLOYEE

Interns at UP can optimise their internship experience by actively engaging in various aspects of their roles and the workplace environment. This involves taking initiative, seeking feedback, building relationships, seizing learning opportunities, setting goals, and reflecting on experiences. By embracing these practices, interns can enhance their skills, expand their networks, and prepare themselves for future career opportunities. UP's internship programme is meticulously designed to facilitate a smooth transition from intern to full-time employee. Here's how our internships achieve this:

Practical work experience: Interns gain hands-on experience in their fields, applying theoretical knowledge to real-world situations.

Skills development: Emphasis is placed on enhancing essential skills such as communication, problem-solving, and teamwork.

Mentorship and guidance: Interns are paired with experienced mentors who provide valuable insights and support.

Networking opportunities: Interns can establish connections within their fields, exploring career options and accessing potential job opportunities.

Exposure to organisational culture: Interns become familiar with workplace dynamics and expectations, easing their transition to permanent employment.

Training and development: Interns participate in training sessions to further develop their skills and stay updated on industry trends.

Performance evaluation and feedback: Regular evaluations and feedback help interns identify areas for improvement and readiness for permanent employment.

Job search support: The Career Services Office offers assistance in job search strategies, CV writing, and interview preparation, equipping interns for successful career transitions.

UP's internship programme provides interns with a comprehensive learning experience, preparing them to transition seamlessly from intern to employee. Through practical experience, mentorship, networking, and job search support, interns are equipped with the skills and resources needed for successful careers in their chosen fields.



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Sizakele Chaka
Internship programme:
'I gained invaluable practical knowledge and enhanced my skills set'

"Fuelled by necessity and curiosity, I embarked on the internship with determination. Throughout my tenure, I tackled diverse tasks in various library units, gaining invaluable practical knowledge and enhancing my skills set. My work ethic and dedication earned me trust and respect, leading to a permanent role within the department. Despite challenges, I remained resilient, and focused on delivering quality results.

Proactive networking and key attributes like effective communication and teamwork facilitated my transition. Reflecting on my journey, I stress the importance of perseverance and continual self-improvement for aspiring interns. Ultimately, my experience highlights proactive engagement and resilience in transitioning from intern to permanent employee at UP."



WHERE ARE THEY NOW?

Once the internship programme concludes, many former interns move to new employment opportunities elsewhere. This demonstrates the effectiveness of the exposure and practical experience they gained during their time as interns at UP.

For interns facing challenges in securing immediate employment, we offer the opportunity to join our recently unemployed graduate database. Through this database, we share job opportunities from both the University and external companies daily, ensuring that they remain informed of potential employment prospects. Additionally, we provide employability sessions to assist them in optimising their CVs and linking their skills with job vacancies. We also offer mock interview sessions to help prepare them for upcoming interviews.

To maintain ongoing communication, we regularly send out forms to gather updates on former interns' current employment status. Based on data from the 2023, it is evident that a significant portion of our former interns continue to work for the University, which means that they are often absorbed as permanent employees after completing their internship programme. This reaffirms our commitment to nurturing talent and providing valuable career pathways for our interns, aligning with our University's mission and values. Former interns are currently working at the following institutions:

- | | | |
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| » NRF-SASTA | Institute | and Agrarian Reform |
| » Bank | » Anton Bakker Attorneys Incorporated | » Raubex Construction |
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| » Department of International | » Library services | » Tata Consultancy Services |
| Relations and Cooperation | » Unemployed | » University of Pretoria |
| » Advtech - Varsity College, Waterfall | » NMG Benefits | » Tuks gym |
| » Forensic Medicine | » Tuks FM | |





Linkie Luvhengo Murwamula

*'My journey as an intern at
Student Affairs'*

"I graduated in 2021 with a BAdmin Hons graduate degree and started working as an intern in the Department of Student Affairs intern in 2022. A friend introduced me to the services offered at Career Services and outlined how they have transformed the lives of many graduates.

I started attending career exhibitions, employability workshops and the Ready for Work Programme. This was a turning point because I learned the best way to structure my CV and cover letters. Attending mock interviews was really a game changer because this improved my confidence and communication skills and taught me how to conduct myself during an interview, and how to respond best to interview questions. When the internships were advertised on campus, I saw this as an opportunity to put what I have learned through Career Services into real practice. I applied and became one of the lucky graduates to be appointed for the 2022 internship programme intake.

The internship programme really played an essential role in my career and all thanks to my amazing supervisors and colleagues who provided the room for growth and trusted me with the responsibilities. The internship programme equipped me with various skills such as administration, planning, organising, communication (verbal and written), teamwork, ability to work under pressure, time management, telephone and email etiquette; and sense of urgency skills just to name a few. During my internship programme, I completed LinkedIn learning courses such as Cultivating a growth mindset, Cultivating Mental Agility and Critical Thinking to empower myself for the role that was assigned to me and to prepare myself for the corporate world in general. The skills I have learned during my internship programme established a firm foundation for my career today as a permanent government official. I would like to encourage students to take services offered by UP Career Services seriously as they play an essential role in preparing and shaping prospective students for the corporate workforce."



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SUCCESS STORIES



Focalistic

His first gig was at UP

"UP's Faculty of Law hosted a festival in 2020, and I was one of their headliners – my first performing gig in front of a big crowd was at UP," says rapper Lethabo Sebetso, popularly known as Focalistic.

The 28-year-old superstar, who graduated with a degree in Political Sciences in 2018, says growing up in Ga-Rankuwa, Pretoria ignited his love of rap music. He recalls listening to the sound coming from taxis and Toyota Quantum's around his neighbourhood.

"Musically, I wanted to explain the circumstances that we grow up in, and through this qualification, I am able to express my love for politics. The aim is to capture that in a way that isn't too serious and complicated for people; this degree has helped me to bridge that."

He adds that his degree has also helped him to be more analytical in all aspects, especially when it comes to music. As for his studies, he says his degree is an extension of his personality.



Pearl Noxolo Monama

'I love telling stories'

"Education means gaining a detailed understanding of something, and that is important. The more educated you are, the humbler you become. An ego blinds us from seeing the truth. I have learned to be humble in life because you may be at the peak of your career today, but tomorrow could be a different story," says television actress and UP graduate Pearl Monama. She says that she couldn't be happier with her choice of career. "I love telling stories – I love being able to take an audience on a journey that I myself am discovering sometimes."

The actress is widely known for her role as Sphesihle "Sphe" Cele on soap opera Generations: The Legacy, which airs every weekday on SABC1 at 20:00. While her character Sphe is rich and outspoken, Monama says she is very different, being more of an introvert. However, she enjoys it when viewers criticise her on-air character because she feels validated that she is doing a good job playing the role. "I wanted to become an interior designer after high school, but that didn't work out. I had initially enrolled for a Bachelor of Education for my first year at UP but switched to drama the following year."

Monama says she's walked away from the University with more than a degree. She sometimes comes back to her alma mater to assist with the audition process for prospective first-years, and for the third-year's final acting exams.

As for advice for budding actors, Monama says it's important to get an education, even though actors may not be asked for their qualification certificate at an audition.



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MEC KEDIBONE DIALE-TLABELA

A PROUD ALUMNA OF UP

The current MEC of the Department of Roads and Transport in Gauteng, Kedibone Diale-Tlabela is a proud alumna of UP. She believes that the University not only added to her education and skills set, but played a pivotal role in her development as a student activist and leader in her formative years. She has always been driven by the passion to resolve student struggles, a quality which she largely attributes to the inspiration drawn from the life of Winnie Madikizela-Mandela.

Through sheer grit, hard work and dedication, Ms Diale-Tlabela rose through the ranks and served in the then City of Tshwane Executive Mayor's office as a Youth Advisory Council Chairperson and championed the establishment of the Youth Development Unit and many other structures set up to address youth development issues, particularly those that young women face.

Ms Diale-Tlabela leads a very critical portfolio dealing with all matters relating to roads, transport and logistics in the province. She has oversight over such integral entities as G-fleet, TAG, the Gautrain Management Agency and is constantly seeking through mediation to resolve many complex taxi disputes.

She believes in paying close attention to details, being proactive in dealing with challenges as they arise and most importantly, infusing the recognition and upliftment of women and youth in all aspects of her work. She continues to build upon her qualifications and is currently pursuing her legal studies.

EMBRACING THE EVOLUTION OF REMOTE WORK AND INTERNSHIPS

The landscape of work is evolving rapidly, driven by technological advancements and changing attitudes toward traditional employment structures. This evolution brings both benefits and challenges for individuals navigating this shifting terrain, particularly in the realm of remote work and internships.

EVOLUTION OF REMOTE WORK

Remote work has undergone significant transformation, with businesses increasingly adopting flexible arrangements that allow employees to choose their workspace. This shift has led to a rise in remote internships, presenting new opportunities and challenges for both businesses and students. As hybrid models gain popularity, remote work is becoming even more flexible, enabling access to a global talent pool and fostering diverse teams. With greater flexibility over schedules and environments, remote work promotes improved work-life balance, emphasising the importance of employee well-being.

REMOTE INTERNSHIPS

The concept of internships is poised for significant change as remote work continues to evolve. Remote internships offer students access to global opportunities, breaking down geographical barriers and promoting inclusivity in the labour market. Organisations recognise the benefits of remote internships, including access to a larger talent pool and cost savings. Emphasis shifts from attendance to evaluating interns based on their contributions and skills, aligning with the broader trend in remote work settings where results are valued over presence.

CHALLENGES OF REMOTE WORK AND INTERNSHIPS

Despite the advantages, remote work and internships present unique challenges, such as feelings of isolation and the need for effective communication in virtual environments. However, these challenges also offer opportunities for international collaboration, adaptable learning environments, and acquiring valuable virtual skills. As remote work expands, cybersecurity becomes increasingly important to safeguard confidential information and ensure secure communication. New challenges may arise, including addressing isolation, maintaining team cohesion, and ensuring efficient communication, prompting the development of best practices and strategies to overcome these obstacles.

Tips for thriving in remote work and internships

To succeed in remote work or internships, effective communication, organisation, and adaptability are essential. Regular communication with team members, leveraging collaboration tools, and setting measurable objectives are key strategies for success. Actively participating in discussions, building relationships with colleagues, and seeking opportunities for skill development are also crucial for thriving in remote environments.

The future of work is remote, and individuals who embrace this evolution and demonstrate resilience and flexibility will thrive in the changing landscape. By seizing opportunities, leveraging technology, and implementing success strategies, individuals can shape the future of work and contribute to a dynamic and inclusive workforce.

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FAQS: UP'S INTERNSHIP PROGRAMME

1. What is UP's internship programme?

This internship programme offers recent graduates the opportunity to gain practical work experience and develop valuable skills within various departments and disciplines of the University.

2. Who is eligible to apply for the internship programme?

The internship programme is open to recent UP graduates who have completed their qualifications and are seeking opportunities to kick-start their careers.

3. How do I apply for an internship at UP?

Internship opportunities are advertised through the University's Career Services Office. Interested candidates should regularly check the University's vacancies website and emails for internship openings and follow the application instructions provided.



4. Are internships paid positions?

Yes, internships at UP are paid positions. The remuneration varies depending on factors such as the duration of the internship and the funding source.

5. How long do internships at UP last?

The duration of internships can vary depending on the specific programme and funding source. Typically, internships range from a few months to a year.

6. What kind of support do interns receive during their internship?

Interns receive support from their line managers, the HR department, and the Career Services Office. This support includes mentorship, training opportunities, networking events, and assistance with job search strategies.

7. Are there opportunities for permanent employment after completing an internship?

While permanent employment is not guaranteed, many interns are absorbed as permanent employees within the University or secure employment elsewhere based on the experience gained during their internship.

8. Can I apply for multiple internships at UP?

Yes, candidates are welcome to apply for multiple internship opportunities that align with their qualifications and career interests. However, it is essential to tailor each application to the specific requirements of the position.

9. What happens after I submit my internship application?

After submitting your application, it will be reviewed by the hiring department. Shortlisted candidates will be contacted for interviews, and successful candidates will be offered internship positions.

10. Where can I find more information about UP's internship programme?

For more information about the internship programme, including current openings and application guidelines, please visit the university's Career Services Office website or contact the office directly for assistance.





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GRAD SLAM: FROM TEXTBOOKS TO INTERVIEW CHAMP? MASTER THE ART OF LANDING YOUR FIRST JOB!



*"Embrace challenges, for in overcoming them,
you discover the true path to professional growth."*
Nesjivine Sejada

Embarking on the path to your dream career can be a mix of excitement and overwhelming feelings. We understand the challenges of transitioning into adulthood. However, have no fear! Within this guide, we are sharing honest advice to assist you in standing out within the job market and commencing your professional journey.

Crafting Your CV: Your Story, Your Way

Rethink your CV as an empty canvas, with you as the creative force. Move beyond the generic sections and let it become a narrative of your experiences. Infuse it with your unique personality. Instead of simply stating accomplishments, reveal the path you've traveled. Begin with a powerful personal statement that showcases your individuality and highlights your greatness!

Expert Tip: *Embrace your idiosyncrasies; they are what set you apart and make you unforgettable.*

Crafting Cover Letters: The Art of Authenticity

Cover letters don't need to sound robotic and formal. Instead, approach them as if you're having a casual conversation with a friend over a cup of coffee. Be genuine and authentic when expressing your interest in the job and explaining why you are the ideal candidate. It's even better if you can demonstrate that you have taken the time to research and understand the company.

Pro Tip: *If you wouldn't say it to a friend, it's probably best to leave it out of your cover letter.*





Shine During the Interview:

Interviews can be compared to first dates - they can make you anxious, but they also provide an opportunity to impress. Instead of simply memorizing responses, try sharing anecdotes that highlight your abilities. Allow your true self to shine through, and remember that you are also assessing the company during the interview.

Expert Advice: *Take a moment to calm your nerves. Treat it as a conversation rather than an intense questioning session.*

Crafting Your Online Persona: More Than Just Selfies

Your digital footprint serves as your constant introduction in the online world. LinkedIn acts as your virtual CV, so make sure to fully optimize it and highlight your professional persona. In addition, it's essential to monitor your other social media accounts as potential employers are more inclined to conduct a Google search on you rather than your grandmother.

Expert Advice: *Celebrate your accomplishments, incorporate industry knowledge, and maintain a professional yet distinctive tone that reflects your authentic self.*

Beyond the Basics:

Don't let the interview be the end of the conversation! Show your continued excitement for the job by following up with a thoughtful thank you. Express your genuine passion for the opportunity and highlight how eager you are to learn and contribute to the team. Briefly mention your career goals and how this role fits into your long-term plans.

Expert Advice: *Keep the conversation going! Follow up with a thank-you note highlighting your enthusiasm and career goals.*



TuksNovation: Accelerating the new generation of UP entrepreneurs

At the University of Pretoria (UP) students are not just prepared for a career that will take them to the top of their respective fields. They are also encouraged to be innovative thinkers who can identify gaps in the market and develop solutions and unique products that will improve the wellbeing of society. Entrepreneurship is therefore a skill that is nurtured. In this respect, the University's technology business incubator, TuksNovation, plays a crucial role. TuksNovation is firmly aligned with UP's vision of an Entrepreneurial University, whose aim is to introduce entrepreneurship as a comprehensive offering across campuses; inclusive of all the disciplines with any potential linkages in the entrepreneurial process.

Established in 2017 as a non-profit company by UP, TuksNovation provides specialised product and business development support to start-ups. It has already produced several success stories in a relatively short period. It supports budding entrepreneurs throughout their growth journeys by assisting them to refine technologies and validate their business models for the relevant markets. It also assists start-ups to commercialise innovative technology into new sustainable enterprises with social and economic impact. The complexity and magnitude of this challenge motivated UP to conclude collaborative partnerships with industry and government to form a true triple helix partnership model that supports innovation and entrepreneurship to contribute to a better future for all. The anchor partnership has been with the Department of Small Business Development through its Small Enterprise Development Agency (SEDA) and the Technology Innovation Agency (TIA) which supported the TukNovation Seed Fund.





With seven UP campuses across Pretoria, Johannesburg and Mamelodi, TuksNovation has identified a unique opportunity to link both township and urban high tech entrepreneurs to markets and resources through our incubation programme.

TuksNovation's good relationships with the City of Tshwane and the Innovation Hub led to participation in the first inter-university innovation challenge since 2020. The objective of this challenge is to find innovative solutions that can solve some of the problems the metro is facing with regard to transport, revenue collection, waste management, electricity and energy. TuksNovation has also been the lead entity for participating students in the annual Entrepreneurship Development in Higher Education (EDHE) Intersivity Entrepreneurship Challenge. The Intersivity Challenge is led by the Universities South Africa (USAf), aimed at showcasing entrepreneurial opportunities at South Africa's 26 publicly funded universities.

In line with its focus on business launch and growth support, TuksNovation's incubation programme follows a three-stage approach. This entails technology and business model development, business launch and commercialisation, and business growth. However, it is fully aware that every business might be in a different stage in its life cycle, so it tailors its support to match each individual start-up's specific needs.



TuksNovation can be reached as follows:

Mr. Phindile Tshabangu, Centre Manager

phindile@tuksnovation.co.za

www.tuksnovation.co.za

14th Floor Humanities Building
University of Pretoria, Hatfield Campus



CASE STUDIES

TuksNovation has already supported several start-ups in the engineering, built environment and information technology fields that have successfully gone on to commercialise their innovations.



FundaBotix (Pty) Ltd is an education technology start-up company dedicated to equipping the young generation for the Fourth Industrial Revolution (4IR) and beyond. FundaBotix seeks to bridge the digital divide and bring affordable and innovative education technology solutions to underserved communities, such as townships and rural areas. The company was established in 2019 and is based in Pretoria, South Africa.

The FundaBotix product line consists of a low-cost robotics kit and an e-learning platform called the FundaBotix Online Academy.

NAVIGATE YOUR SUCCESS STORY

Join RVN, a leading firm with over 40 years of assurance and advisory experience, and you will gain valuable expertise and opportunities for growth.

www.rvn.co.za

The RVN logo features a stylized white triangle icon to the left of the lowercase letters 'rvn' in a bold, sans-serif font. Below this, the words 'CHARTERED ACCOUNTANTS' are written in a smaller, all-caps, sans-serif font.

rvn
CHARTERED ACCOUNTANTS

GROWTH THROUGH INNOVATION



CHARTERED ACCOUNTANTS (SA)
REGISTERED AUDITORS

A MEDIUM-SIZED FIRM WITH MASSIVE OPPORTUNITIES

WHO ARE WE?

Tuffias Sandberg is a JSE accredited auditing, accounting, tax and business consultancy firm of over 100 people with a strong focus on developing graduates to be well-rounded professionals with practical work experience.

We are an independent member firm of Morison Global, an international association of leading professional service firms worldwide.

WHAT SETS OUR SAICA TRAINING APART?

Training and development are essential to our culture with a structured mentorship programme for graduates, a team dedicated to supporting them, and partners who are accessible and able to add value along the way.

The firm focuses on personalising our process around article training to suit the skills and strengths of our graduates. We value work/life balance and have embraced a 4.5-day week. Our dedicated social committee plans fun things like in-office pizza, social days out, overnight team building, and indoor soccer and netball to help everyone de-stress and connect as a team.

OUR IDEAL CANDIDATE

We are currently looking for enthusiastic, motivated and driven individuals who are open-minded and enjoy a challenge. Candidates should be studying a SAICA accredited degree - PGDA/CTA1/CTA2.

Visit us at tuffiassandberg.co.za/careers or email recruitment@tsza.co.za for more information.



CHARTERED ACCOUNTANTS (SA)
REGISTERED AUDITORS

ARTICLES AT YOUR OWN PACE

We're looking for the best and
the brightest SAICA trainees



At Tuffias Sandberg, we personalise our training to suit your skills and strengths, so you'll never be given more than you can handle.

Visit us at tuffiasandberg.co.za/careers or email recruitment@tsza.co.za for more information.

+27 11 524 9700

Training | Development | Experience | Opportunities



COMPANY PROFILES



From our origins in 1989 as a design house for Application Specific Integrated Circuits, **ASIC Design Services** today offers design, consulting and training services for FPGA and PCB hardware design and is a leading distributor for FPGAs and Electronic Design Automation software. Our distribution product lines include Microchip (FPGAs), Siemens EDA (PCB Layout, Signal Integrity Analysis, HDL Simulation), Siemens Industry Software (Electronic Assembly, Wiring Harness) and JTAG (boundary scan test for PCBs).

Degrees we consider:

- » BEng Electronic Engineering
- » BEng Computer Engineering

Opportunities offered:

- » Permanent
- » Vacation work

Ideal candidate profile:

We recruit hardware design and sales engineering graduates. For hardware design we require intelligent, creative engineers who are passionate about design. For sales we require highly motivated engineers who are technically competent, have good sales, communication and personal skills.

HOW TO APPLY

E-mail your University transcript, CV and Matric certificate to tony.dalmaso@asic.co.za

www.asic.co.za



Azoteq is a fabless semiconductor company with the R&D Headquarter based in Paarl, Western Cape and has design and manufacturing facilities in South Africa and China and sales offices and distributors in South Africa, Asia, Europe, and the USA. A career at Azoteq offers engineers the opportunity to work with leading international consumer electronic brands such as Logitech, Google, Bose, Lenovo, Intel, Razer, Corsair, and the likes. We place a premium on innovation and as such, Azoteq is the South African SME with the most US patents.

At Azoteq you will be working with an elite team to develop lighting and sensing solutions for consumer electronics, wearables, PC peripherals, IoT, gaming and security applications.

Degrees we consider:

BEng, MEng, PhD Electric / Electronic or Mechatronic, with focus in Electronics

Opportunities offered:

- » Internship
- » Permanent
- » Vacation work

Ideal candidate profile:

Graduates and postgraduates with a good academic record, an inquiring innovative mind, with strong work ethics, resilience, and determination to solve/find solutions to develop innovative ideas for products and services. If the above applies, then Azoteq is just the employer for you.

HOW TO APPLY

Please send your academic record and CV to career@Azoteq.com

www.azoteq.com



CIBA is a Professional Accountancy Organisation (PAO) and Self-Regulatory Organisation for accountants, tax practitioners, financial managers, and financial directors, in the public and private sector, with offices in South Africa and Namibia. We are associate members of the Pan African Federation of Accountants (PAFA) and full members of the International Association of Finance Executive Institutes (IAFEI). CIBA is authorised to issue designations as registered with the South African Qualifications Authority (SAQA) and our designated members are recognised as accounting officers, independent reviewers, and independent accounting professionals.

CIBA is a statutorily recognised professional accountancy organisation performing a public service. CIBA's objectives are to protect the public interest by adopting and enforcing standards of ethics, conduct, quality, and service engagement standards that seek to ensure the delivery of accountable and transparent professional service by CIBA members. We do this by offering executive education and continuous professional development (CPD) and enforcing ethical conduct through monitoring and disciplinary procedures.

Degrees we consider:

- » BCom (Accounting Science)
- » BCom (Financial Sciences)

Opportunities offered:

- » Internship
- » Professional body membership, designations and student membership

Ideal candidate profile:

Students studying towards a commerce degree or diploma. Joining CIBA's Student Member is the first step in your career to becoming part of the fastest-growing professional body in southern Africa. Enjoy some of the benefits of membership. You will be advancing your future career from an early stage.

HOW TO APPLY

For membership and student membership application please follow the steps on our website.

myciba.org
saiba.academy/u2pro
myciba.org/join/membership



Clyde & Co is a global law firm providing a complete service to clients in its core sectors of insurance, transport, energy, infrastructure and trade and commodities. With over 5 000 people operating from over 60 offices and associated offices across six continents, Clyde & Co is committed to creating successful outcomes for our clients. Our globally integrated teams of disputes, regulatory and transactional lawyers provide a comprehensive range of legal services and advice to businesses operating at the heart of global trade and commerce. Clyde & Co is one of the largest international law firms operating in South Africa, with a strong presence in Johannesburg and Cape Town. We are South Africa's leading insurance law firm and our Johannesburg team is also highly regarded for its expertise and experience in the infrastructure and construction sectors. Our Johannesburg lawyers advise domestic and international clients including insurers, reinsurers, banks, brokers and underwriting managers, across all lines of insurance and reinsurance business. Our insurance and reinsurance expertise includes aviation, financial institutions and D&O, healthcare, industrials, marine, and many more.

Degrees we consider:

Law

Opportunities offered:

- » Vacation work
- » Bursaries
- » Articles

Ideal candidate profile:

We are looking for ambitious and dedicated students who are studying towards a law degree to join our Firm as Candidate Attorneys.

HOW TO APPLY

Navigate to our website and follow the ***How to Apply*** steps.

clydecograds.com/apply



Columbus Stainless, founded in 1964 and part of the Multinational Acerinox Group, is proud to be the only producer of stainless steel on the African continent. Durable and 100% recyclable, stainless steel has boundless potential as the preferred metal for the future, and Columbus remains dedicated to playing a significant role in South Africa's growth and development.

To remain one of the top stainless-steel producers, we recruit excellent calibre people and are committed to training and developing them to reach their full potential and share in our successes.

Degrees we consider:

B. Eng., B. Comm., B.Sc.

Opportunities offered:

- » Graduate development programme
- » Internship
- » Bursaries

Ideal candidate profile:

Graduates and postgraduates with a good academic record, an inquiring innovative mind, with strong work ethics, resilience, and determination to solve/find solutions to develop innovative ideas for products and services. If the above applies, then Columbus is just the employer for you.

HOW TO APPLY

Please follow the link below and search for the position you would like to apply for. Your application needs to have a copy of your ID, copy of your Matric certificate, a full academic record and if you have already completed your degree, a letter stating your completion, attached.

CLOSING DATE: 30 SEPTEMBER 2024

**[columbus.mcidirecthire.com/
external/currentopportunities](https://columbus.mcidirecthire.com/external/currentopportunities)**



Elchemie Pty Ltd is a specialist recruitment company assisting clients in the Technical, Scientific, and Engineering fields recruiting Scarce Skills for their South African and African operations. We offer clients Permanent Recruitment /Contract Recruitment /Recruitment Process Outsourcing, Headhunting as well as Engineering Consulting services. We focus on building long-term relationships with clients based on the timely delivery of quality candidates that meet and/or exceed requirements and are a culture fit.

Our team comprises highly experienced recruitment specialists, consistently scouting for talented graduates, particularly within the Engineering and Science sectors. We collaborate with well-established, reputable national and global companies, actively seeking well-qualified and ambitious graduates to fill their available roles.

Degrees we consider:

- » BEng Chemical/Mechanical/Electrical/Electronic/
Civil Engineering
- » BSc Life Sciences and Agricultural Sciences
- » BSc and BEng Computer Sciences
- » BCom Business and Marketing Management.

Opportunities offered:

- » Permanent
- » Contract

Ideal candidate profile:

Under- and postgraduates with an impeccable academic record.

HOW TO APPLY

Visit www.elchemie.co.za and apply or submit your CV under ***Career Seekers***.

www.elchemie.co.za



ENS is Africa's largest law firm with over 600 specialist practitioners. With more than 200 years' experience, ENS has significant expertise across the breadth of commercial areas, covering the African continent. ENS is recognised by top ranking agencies such as Chambers Global Guide, Legal 500 EMEA Guide, IFLR1000 Financial and Corporate Guide and International Tax Review's World Tax Guide, as well as by the African Legal Awards, for achieving consistently high standards when working on the continent. Our Vacation Programme allows you to gain exposure at the coalface and see the types of matters we do. You'll witness what drives us to excel and see a little bit of what we call "home". Each year we recruit over 40 Candidate Legal Practitioners for our Cape Town, Johannesburg and Durban offices.

Degrees we consider:

BA Law; BCom Law, LLB

Opportunities offered:

- » Vacation work
- » Articles

Ideal candidate profile:

We are looking for candidates who are currently studying towards at least BA Law, BCom Law, LLB, LLM and have an excellent academic record. Key competencies include performing under pressure, planning, accuracy, results orientated, analysing and forming opinion, time management and communication.

HOW TO APPLY

To apply for these programmes, please visit ensafrica.csod.com/ux/ats/careersite/7/home?c=ensafrica and attach you cover letter, CV, ID, Matric certificate, academic transcript (updated) and at least one reference letter.

www.ensafrica.com/trainees



FNB is part of the FirstRand Banking group and is the oldest bank in South Africa, formed in Grahamstown in 1838. As a financial institution, FNB provides personal, private, business, commercial and corporate banking services to millions of customers across South Africa. FNB is no ordinary bank, we're also a Telco and Insurer and we never stop asking what next? We hire extraordinary people who are curious, courageous and innovative to work on revolutionary and innovative solutions which help our customers.

Degrees we consider:

- » Engineering
- » Computer Science
- » Actuarial Science
- » Quants
- » Data
- » UX
- » Finance

Opportunities offered:

- » Graduate development programme
- » Permanent role

Ideal candidate profile:

Undergraduate, Honours or Masters' degrees in commerce, science or engineering.

HOW TO APPLY

Go to www.fnb.co.za/careers

CLOSING DATE: 23 AUGUST 2024

www.fnb.co.za/careers



Geeks4Learning is an accredited IT training academy with a mission to develop the next generation of top IT talent.

We offer learners a range of certifications, courses and qualifications based on the latest global skillsets and programmes.

We also partner with South African companies to ensure that their skills development spend is put towards impactful skills programmes that will produce quality IT professionals who are ready to add value to the workplace.

Degrees we consider:

- » BSC Computer Science
- » BScHons Computer Science
- » Bachelors Degree in Information Technology

Opportunities offered:

- » Graduate development programme

Ideal candidate profile:

Third-year students who have a degree in Information Technology OR Computer Science.

HOW TO APPLY

Follow the link below to apply for this opportunity:
bit.ly/3wdSM4j

geeks4learning.com



In a world undergoing convulsive technological and political change, **Genesis** partners with key actors to deliver urgent, lasting impact in critical areas.

Genesis, an impact firm founded, incorporated and headquartered in Africa, has worked in 46 African countries and more than 100 countries globally. Uniquely, Genesis is focused on the Young World – the arc of countries with young populations stretching across Africa, the Middle East, South Asia and parts of Southeast Asia. By 2030 four in five children will be born in the Young World, making this region central to the future. With growing markets and young, productive populations, Young World countries have the most positive potential trajectory in the world. It is here that investments of all kinds will have the highest social and economic returns.

Degrees we consider:

Postgraduate Degrees in the following fields:

Data/Computer Science, Public Health, Health Economics, Politics, Philosophy, Economics, Climate Finance/Economics, International Development, Behavioural Economics, Public Policy, Development Studies, Financial Economics

Opportunities offered:

- » Graduate development programme
- » Internship
- » Permanent
- » Contract
- » Bursaries

Ideal candidate profile:

We recruit newly or recently qualified graduates from African and international universities to join as analysts and associates. On occasion, honours students and external junior hires with up to one year's working experience may also be considered for analyst positions

HOW TO APPLY

Please follow the online application process on the career portal of the Genesis website, we are unable to accept any e-mailed CVs or applications.

CLOSING DATE: DECEMBER 2024

<https://www.genesis-analytics.com/join-our-team>



The CLN Group is one of the leading international players on the world market of metal forming and assembly of automotive components with its divisions:

- » MA | the metal automotive components division
- » MW | the steel wheels division

It is also active on the European market of steel distribution businesses with Steel Service Centres (SSC).

Our aim is to stand as leaders in the development, industrialisation and assembly of high technological content industrial steel products, offering our customers dedicated solutions and services, while striving to become their reference point for excellence and sharing with them the successful results achieved.

Degrees we consider:

Postgraduate degrees in the following fields:
Engineering (Mechanical, Industrial, Electrical and Mechatronics), Management Science, Data/Computer Science, Supply Chain, Health Economics, Climate Finance/Economics, International Development, Behavioural Economics, Development Studies, Financial Economics

Opportunities offered:

- » Graduate development programme
- » Internship
- » Permanent
- » Contract

Ideal candidate profile:

Candidates should have completed their qualification, and be self-driven self-starters who will apply their innovative ideas. Candidates will be assigned projects to make it their own and present to management for implementation.

We want to develop our internationalisation process by:

- » Giving priority to safety and the health of our people
- » Integrating our range of proposed solutions
- » Exploring the application of new materials
- » Anticipating user requirements and market trends

HOW TO APPLY

Candidates should send their CV to recruitment@za.ma.gruppocln.com

CLOSING DATE: SEPTEMBER 2024

www.gruppocln.com

MGI Bass Gordon is an independent auditing, accounting, and advisory firm situated in Cape Town. Our client-centric approach and active involvement ensure personalised service from a consolidated team of advisors.

We are a registered SAICA Training Office, welcoming applications from aspiring CAs(SA) seeking to complete their articles. With decades of experience, we offer trainees exciting career development through a mentorship programme and exposure to diverse businesses. Working with our entrepreneurial clients across industries, our trainees gain invaluable experience. Join us at MGI Bass Gordon for a fulfilling training experience and the opportunity to grow as a professional.

Degrees we consider:

- » BCom Accounting Sciences
- » PDGA/CTA students

Opportunities offered:

- » Articles

Ideal candidate profile:

Someone with true determination to qualify as a CA(SA), who embraces our values (client-centric, positive attitude, trust, and service excellence), and someone who is genuinely interested in contributing to our company culture.

HOW TO APPLY

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

CLOSING DATE: 1 NOVEMBER 2024

www.bassgordon.co.za/careers/



At **Moore** we value our staff and invest in the future of our graduates. You will be provided with quality internal and external training; and active mentoring while being exposed to a diverse range of business sectors and technical skills. This will broaden your knowledge, make you wiser in business, and help you develop into a unique and sought-after professional. We believe in the 'see, do, teach' philosophy and in your getting your hands dirty. Our approach has proven successful for all the qualified professionals whom we have trained.

Degrees we consider:

- » Undergraduate qualification BCom (Accounting Sciences)
- » PGDA or equivalent PGDA [Postgraduate Diploma in Accounting]
- » CTA [Certificate in the Theory of Accountancy]

Opportunities offered:

- » Articles
- » Bursary (Pretoria only)
- » Contract
- » Graduate development programme
- » Internship
- » Vacation work

Ideal candidate profile:

We're looking for self-motivated team players, people who love to learn, who communicate well, who cope under pressure, and who want to be part of a supportive company culture that is inclusive and diverse. You must be studying towards a SAICA-accredited degree or a SAICA-accredited postgraduate degree.

HOW TO APPLY

Email your CV, ID, matric results and academic records to:

Moore Pretoria
hr@moorepta.co.za

or

Moore Stellenbosch
recruiting@moorestb.co.za

CLOSING DATE: 31 DECEMBER 2024

www.moore-southafrica.com/careers/graduate



Over the course of more than 40 years of successful business, we have built a diverse client base that provides us with a breadth of experience across a wide range of industries. We look beyond the surface and see the details that have escaped the attention of others. Growth is an art and innovative solutions are our craft. Our firm and the professionals involved demonstrate a creative approach to problem-solving. We are committed to our social responsibility and the upliftment of the communities in which we provide our services. We have a moral and economic imperative to address the inequalities of the past to remain relevant to the changing profile of the South African public and private sector, and to ensure we reflect the demographics of our country at every level of capability. As a SAICA-accredited Training Office, we ensure that the skills and knowledge we have acquired over the years are passed on to future generations of accountants and auditors, safeguarding a legacy that stretches further than our firm alone.

Degrees we consider:

BCom in Accounting Science or BCom.

Opportunities offered:

- » Graduate development programme
- » Internship
- » Permanent
- » Contract
- » Bursaries

Ideal candidate profile:

Trainee accountants who have completed their BCom in Accounting Science or BCom.

HOW TO APPLY

Go to www.rvn.co.za, navigate to the careers page, and answer all the questions. Upload your CV and qualifications. If you meet the criteria, our human resources department will reach out to schedule an interview. Alternatively, you can email angeline@rvn.co.za.

CLOSING DATE: 31 OCTOBER 2024

www.rvn.co.za/careers

Company Profiles

VALUE LOGISTICS



Ideal candidate profile:

- Strong verbal & written presentation skills
- Excellent analytical ability
- Excellent communicator
- Dynamic learner
- Strong interest in Logistics, Supply Chain & Transport
- Enthusiastic
- Ambitious
- Growth-oriented
- Innovative
- Computer literate
(Microsoft Office Excel, Outlook, Word)

Minimum Requirements:

- South African National
- Valid SA Drivers License & reliable transport

With over four decades of experience, the Value Group offers comprehensive end-to-end supply chain solutions, including logistics, truck rental, importing/exporting, warehousing, B2B courier, and convenience retailing services.

Our culture centres on integrity, innovation, and collaboration, promoting honesty, transparency, and teamwork. We foster mutual respect, continuous learning, and personal growth, empowering every team member to contribute their talents and ideas.

Our employee value proposition focuses on fostering growth and advancement through training, mentorship, and recognition of hard work. We prioritise promoting from within, ensuring a resilient workforce that drives our success.

Degrees we consider:

Supply Chain/Logistics, Transport/Road Freight, Management or BCom Transport Economics. An Honours degree will be highly advantageous.

Opportunities offered:

Graduate Development Programme & other vacancies listed on the Value Careers Portal.

How to apply:

Apply with your documents via:

 careers.value.co.za

 elip@value.co.za

 011 929 6820

WEBBER WENTZEL GRADUATE PROGRAMMES

EXCELLENCE. IMPACT. PASSION.

At Webber Wentzel, Our stated purpose is **“to have a transformative and sustainable impact through our work and actions”.**



Visit our early careers page at grads.webberwentzel.com. Apply for 2025 and 2026 Candidate Attorney Programme. Applications for 2027 Candidate Attorney Programme will open in July 2024.

COMPANY LISTINGS

NAME OF COMPANY	HOW TO APPLY	CONTACT US	DEGREES WE CONSIDER
ASIC Design Services (Pty) Ltd	Email: Info@asic.co.za	Email: Info@asic.co.za Tel: 011 315 8316 www.asic.co.za	BCom Accounting or Financial Sciences
Baker McKenzie	Baker McKenzie South Africa: Posts LinkedIn	Email: JOHGraduateRecruitment@bakermckenzie.co.za	LLB, BA, BAcc, BCom Law, PG LLB
Baker Tilly	https://bakertilly.co.za/contact/	Cape Town: mail@bakertillygreenwoods.co.za Johannesburg: Info@bakertillyjhb.co.za Westville: mail@bakertillymm.co.za www.bakertilly.co.za	BCom Accounting
Blue Lable Telecoms	https://www.bluelabeltelecoms.co.za/careers.php	Physical address: 75 Grayston Drive (Corner of Grayston Drive & Benmore Drive), Morningside Extension 05, Sandton, Johannesburg, South Africa	All degrees
Boxfusion	Boxfusion Career Page (careers-page.com)	Email: HR@boxfusion.io Tel: 012 940 1300	Computer Science, Informatics, Information Systems, Information Technology and Information Engineering

NAME OF COMPANY	HOW TO APPLY	CONTACT US	DEGREES WE CONSIDER
Clyde & Co	Register for University of Pretoria Careers Fair (clydeco.com)	earlycareers@clydeco.com https://careers.clydeco.com/en/early-careers/south-africa/	BA Law, BCom Law and LLB
Codehesion (Pty) Ltd	https://www.codehesion.co.za/applicants	Email: team@codehesion.co.za Tel: +27 82 079 7755	BSC, BEng, BCon, BIS, BCompt, Honours and Masters degrees
Elchemie	https://elchemie.co.za/vacancies/	Email: info@elchemie.co.za Tel: 076 146 8150	All degrees
ENS	https://ensafrica.csod.com/ux/ats/careersite/7/home?c=ensafrica	Email: graduates@ensafrica.com Tel: +27 11 269 7600	BA Law, BCom Law, LLB and LLM
Entelect Software	https://culture.entelect.co.za/the-entelect-graduate-programme/	Email: Career@entelect.co.za Tel: 011 994 3300	BSC, BCom, BIS, BEng in Computer, Software, Information or Electronic related sciences
EY	Apply for Student Programmes (ey.com)	Email: eysagraduates@za.ey.com Tel: 011 772 3000	Bachelor of Accounting Science, PGDIP in Accounting, Honours in Actuarial Science, Honours in Mathematics, Honours in Data Science, Honours in Technology related qualifications, Honours in Business Science specialising in Finance and Economics and Honours in internal Audit
Geeks4Learning (Pty) Ltd	https://geeks4learning.com/	Tel: 011 998 1960	All information Technology and Computer Science related degrees

NAME OF COMPANY	HOW TO APPLY	CONTACT US	DEGREES WE CONSIDER
Global Advisors	https://globaladvisors.biz/apply	Email: recruitment@globaladvisors.biz Tel: 011 461 6371	Finance, Economics, Engineering, Mathematics and Statistics
GMI Attorneys	https://gminc.co.za/careers/	Tel: 012 428 8622	BCom Law, BA Law and LLB
Investec	https://www.investec.com/en_za/welcome-to-investec/Careers/grads.html	Email: Sanisha.Naidoo@investec.com Tel: 011 286 7000	Degrees considered are specific to the different graduate programmes
Isprout	https://isprout.work/candidates/	Email: hello@isprout.work Tel: +27 21 300 2138	BCom, BAcc and BEng
Kirby Group Engineering	https://www.kirbygroup.com/about-us/	Physical address: Kirby Group Engineering South Africa (Pty) Ltd Gate 24B, 146 Campground Road, 5 th floor Snakepit Building	Electrical Engineering
Kreston SA	https://krestonsa.com	Email: recruitment@krestonsa.com Tel: 012 993 9500	BCom Accounting sciences, BAcc, BCom Financial Accountancy, BCom Honours Taxation, BCom Honours in Financial Accountancy
LDP Chartered Accountants and Auditors Incorporated	https://ldp.co.za/be-part-of-our-team/trainee-programme/	Email: career@ldp.co.za Tel: 072 590 23 26	BCom Accounting, Bacc, PGDip in Accountancy, BAcc Honours in Accounting and PGDip (CA)
MacRobert Attorneys	https://macrobert.simplify.hr/	Tel: 012 425 3400/ 3410	LLB, LLM, BCom Law and BA Law
MECALC	www.MECALC.com	Email: Careers@MECALC.com	BEng in Computer Engineering, Electronic Engineering and BSC in Computer Sciences

NAME OF COMPANY	HOW TO APPLY	CONTACT US	DEGREES WE CONSIDER
Middel & Partners Pretoria East Incorporated	https://middel.co.za	Email: info@mdpi.co.za	BCom Financial Sciences and BCom Accounting Sciences
Milliman (Pty) Ltd	https://bit.ly/438a3lr	Email: africa@milliman.com Tel: 021 001 2920	Actuarial Science
Milkor (Pty) Ltd	https://milkor.com/careers/	Email: Careers@milkor.com Tel: 012 333 3134	BEng in Industrial, Mechanical and Electrical Engineering
Moore	www.moore-southafrica.com/ careers/graduate	Pretoria: Email: hr@moorepta.co.za Tel: 012 348 7003 Stellenbosch: Email: recruiting@moorestb.co.za Tel: 021 880 1718	BCom Accounting Sciences, PGDA in Accounting and CTA
Outsourced CFO	Trainee Application Form http://www.ocfo.com/	Email: info@ocfo.com Tel: 021 201 2260	BCom Honours in Accounting, PGD A/CTA & registering to write ITC January 2025, BCom Finance/Accounting, AAT qualified or Certificate in Business Accounting
OVC - Work study travel	https://www.ovc.co.za/pages/ default.asp	Email: marketing1@ovc.co.za Tel: 082 592 7680	All degrees
PBS Chartered Accountants Inc	https://www.pbsca.co.za/	Email: info@pbsca.co.za Tel: 013 752 6280	BCom Accounting/ Financial Sciences

NAME OF COMPANY	HOW TO APPLY	CONTACT US	DEGREES WE CONSIDER
Pinsent Masons	https://pinsentmasons.ambertrack.co.uk/careers2024/CandidateLogin.aspx https://www.pinsentmasons.com/careers/graduate/training-contracts/south-africa	https://www.pinsentmasons.com	LLB with a 65% Average
Rapid Mobile (Pty) Ltd	https://www.rapidm.com/careers/	Email: info@rapidm.com or careers@rapidm.com Tel: +27 12 349 0000	BEng Computer Engineering, BEng Electronic Engineering, BEng Mechanical Engineering, BSc Computer Science
Rise Recruiting Agency	https://riseagency.co.za/graduate-data-analytics-developer/	Email: nosi@riseagency.co.za Tel: 087 265 1256	BCom, Computer Sciences and Industrial Engineering
Route Management (Pty) Ltd	https://routerecruit.satruckbodies.co.za/job/route-management-graduate-programme/	Bloemfontein: 051 409 1700 Johannesburg: 051 878 4000 Cape Town: 021 959 1100	BEng/BTech in Mechanical, Electric or Mechatronic engineering, BCom Sales/Marketing and Accounting
SAICA	https://www.saica.co.za/	Email: saica@saica.co.za Tel: 086 107 2422	BAcc Sciences
Spoor & Fisher	https://spoor.com/	Email: articles@spoor.com Tel: 012 676 1111	BSc, BEng, and LLB
Strachan & Crouse - Chartered Accountants and Registered Auditors	https://www.strachancrouse.co.za/careers/	Email: info@strachancrouse.co.za Tel: 012 430 3420	BCom Accounting and Financial Accounting, PGDA in Accounting
Skyside South Africa (Pty) Ltd	Recruitment (skyside.co.za)	Email: cheryl@skysideco.za	BSc Chemical Engineering and Chemistry

NAME OF COMPANY	HOW TO APPLY	CONTACT US	DEGREES WE CONSIDER
Syft Analytics	https://syft-analytics.notion.site/Job-board-a7c24f1e603945fb8fbb74a699abff56 https://www.syftanalytics.com/	Email: careers@syftanalytics.com	BCom, BEng, BSc
Tuffias Sandberg	https://www.tuffiassandberg.co.za	Email: recruitment@tsza.co.za Tel: 011 524 9700	BCom Accounting, BCom Accounting Honours, BCTA, CTA/PDGA
Webber Wentzel	https://www.webberwentzel.com/Careers/Early-Careers/Pages/Apply-To-Join-Us.aspx	Cape Town: 021 431 7000 Johannesburg: 011 530 5000	BA Law, LLB, BCom Law
Werksmans Attorneys	Applicants should apply by submitting an online application on www.werksmans.com/graduates/	Email: graduates@werksmans.com Tel: 011 535 8000	BA Law, LLB, BCom Law
Xemote (Pty) Ltd	https://xemoteiot.co.za/careers/	Email: careers@xemote.co.za Tel: 012 665 1122	Computer and Electronic Engineering



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