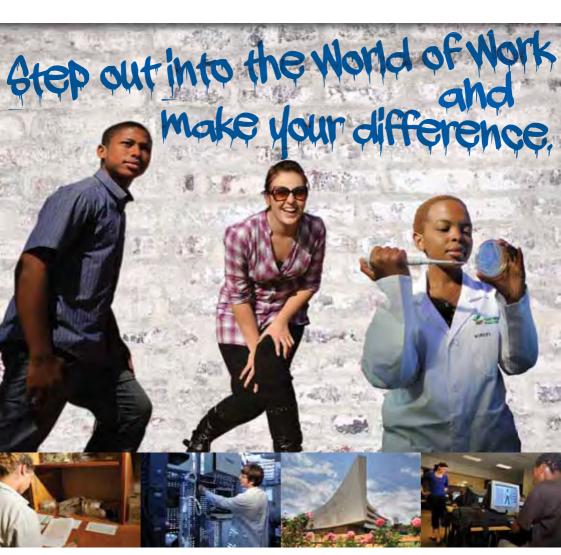
University of Pretoria Graduate Career Guide 2013







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University of Pretoria Graduate Career Guide 2013









Has worked at McKinsey since 1999 in both Johannesburg and Lagos.

Director at the Lagos Office, Acha holds a PhD in Electrical Engineering from Stanford. He was selected as a *Global Young Leader* in 2009, by *The World Economic Forum*.

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1

Letter from the editor

Dear Tukkie

Congratulations on nearing the completion of your degree. While this achievement has taken considerable effort, many tasks remain to be accomplished. You might choose to enter the corporate world and pursue a career, or continue with your education while taking up a part-time job.

Those of you who are planning to enter the corporate world will be challenged with a variety of tasks: choosing your ideal employer, developing job-seeking skills and securing your first job. The Graduate Career Office offers a variety of tools in each of these categories to assist you with the entire "transition-towork" phase. Although the job search will be frustrating, complex and timeconsuming, it will result in a first job that is compatible with your skills and interests and a more satisfying start to your career.

The Graduate Career Guide touches on various topics and provides you with the necessary tools to assist you in finding and securing employment. The University of Pretoria's career workshops aid in the development of each student and include topics such as writing a CV, preparing for an interview, job search

strategies, networking and financial literacy. Career days will expose you to the various employment opportunities with some of South Africa's top employers. This guide also contains an employer directory to help you find your ideal employer. In addition, the Student Career Portal provides you with access to a world of job opportunities and resources.

The Graduate Career Office wishes you success for your future and shares your excitement as you complete your degree. We look forward to meeting with you and providing you with the necessary support to help you embark on your professional career.

Katlego Molaudzi **Manager: Graduate Career Office**



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Graduate recruitment calendar

2013

January

- Academic year commences
- Welcoming Day

February

- Lectures commence Semester 1)

March

- Accounting Career
- Law Career Day April recess

June

Actuarial Career Day

- 3-24: Examinations
 - 26–30: Supplementary examinations

examinations continue

Supplementary

Lectures resume

4-21: July recess

* Career Guide distribution month

Lectures end Semester 1)

14-16: Career Fair

October

11: International Day

Social Work Career Day

September

April

- 11-22: Career presentations Lectures resume

August

22–23: Agriculture Career Day

December

Supply Chain Career Day Engineering Career Day

I Career Day Semester 2)

- Examinations
- Supplementary
- examinations
- Academic year ends

1–30; Examinations

Lectures end

November

19-29; September recess Lecturers resume Spring Day

Email: cgo@up.ac.za • Tel: 012 420 6438 Graduate Career Office



NAME: Tobias Matika

DEGREE: BCom (Hons) Financial Management

UNIVERSITY: University of Pretoria

DIVISION: Global Markets

"I applied online for the Graduate Programme at Rand Merchant Bank. The entire process, from start to finish, was very simple. I'd heard that RMB was the best bank to work for and had won numerous awards. After three interviews, I was told that I had been accepted, and would be working in the Global Markets division.

My initial impression of RMB was one of an informal environment with a very flat structure where one can engage with anyone, no matter how senior they are. I have found it to be an environment where people work hard, but play hard too. There is a lot of room to be innovative and to look at new ways of doing things. Which I think fits in with RMB's philosophy of Traditional values. Innovative ideas.

There is a lot of room to be innovative and to look at new ways of doing things.

Being on the Graduate Programme has helped me with the transition between university and the work environment. I have already made a network of fellow grads with whom I have been on a number of teambuilding and personal development programmes. There is always someone to have lunch with.

Currently, I am on a rotational programme in Global Markets, which means I spend some time in different parts of the division. I started in trading and then moved to the credit team, after which I will get experience in operational risk and research.

With my interests and strengths being more analytical, I hope to get a permanent position in credit and ultimately as a credit analyst – analysing credit portfolios and counter party risk. I have realised that to be good at what you do takes a lot of practice and hard work. It helps when there is always someone to assist though."

Be a part of the equation.

RMB Graduate Programme 2013 is now open. Visit www.rmb.co.za to submit your CV before 23 August 2013.



How to land a job at a career fair

There are different types of career fairs: targeted career fairs for specific industries, such as high tech, retail, biotech; and career fairs that appeal to a broad group of candidates with a variety of backgrounds. If you are working in a general industry, with a skill set most companies want, such as management, sales or marketing, human resources, administration or office management, or warehousing and operations, you would do well to check out the general career fair.

Why do companies attend career fairs?

Companies are predominantly there to recruit good, qualified candidates. There are many other benefits: good public relations, community visibility, outreach, and surveying the labour market.

What to expect

If you have never attended a career fair before, you may experience a variety of emotions. These can range from feeling energised to being overwhelmed. Most companies post a list of current openings and information about the company. Many companies will send human resources representatives with hiring managers. The more popular companies might have the larger lines, and more elaborate trade show booths.

How to prepare

- First and foremost, bring 20 to 30 copies of your resumé. I am always surprised when candidates come with just one original.
- Dress professionally. First impressions count. Some people take this as a casual event. It is not. The serious job seeker will dress appropriately.
- Do an attitude check. Am I coming across positively? Do I really want to be here?
- Come prepared with a skills statement: "Hello, I'm Mdu. I will soon be an HR graduate. I would like to know more about your Human Resources Department."
- Be prepared to ask a few questions.
 Remember, career fairs are quick impressions of you, as well as of the company.

- Thank the interviewer for his or her time. Courtesy goes a long way. By displaying proper etiquette, you will also stand out in the crowd.
- What's the next step? May I call you in a week? When would it be appropriate to call?
- Go to the shortest line first.

The biggest mistakes candidates make (based on experience gained from attending career fairs)

- Assuming that your background does not fit with the company's.
 Sometimes, companies only bring their current openings. You will be missing opportunities if you don't ask about future openings.
- Focusing on just one or two companies. The advantage of a career fair is to talk and network with as many companies and resources as you can.
- Not following up on leads. Follow-up is the key in the job search process.
 You might have some initial excitement, but persistence is what gets the job.
- Not being focused or direct. Focus and direct communication will get you closer to your goal.
- Treating career fairs impersonally. Come with a smile and a firm handshake. Recruiters are people too.

When to come to the career fair

Most job seekers stick to the adage that the early bird catches the worm. This is not necessarily the case. Most of the time, recruiters will have two shifts of people, so the adage does not apply. The best time to go is at a quieter time, such as midday, or the beginning of the second shift. If you cannot avoid coming at 10:00, it is better to attend anyway than to stay away, but you will have more time to speak with representatives during quieter times of the day.

How much time to spend at a career fair

Plan to spend two or three hours there. Remember, the advantage of a career fair is that you can talk with real people about real jobs. It is not about sending paper and paper management.

Have a set of goals

Research has shown that people with written goals are more likely to accomplish what they want. Think about how many companies you wish to see. Planning in advance really works and it takes some of the stress away from the event. If you are starting a career, a career fair is a great opportunity to see what's out there, who's hiring, what kinds of jobs they have, and the salaries that are being offered. In short, a career fair is a great place for anyone who is looking for a job either now or in the future.

Adapted from **Graduate Magazine, 2013**www.gradz101.co.za

Job search strategies

The rise of generation C, the "Connected" generation, has opened the doors to social media recruitment in South Africa, Facebook, Twitter, LinkedIn and YouTube are definitely not fads; they play host to one of the biggest talent pools in South Africa.

Never before have recruiters had the ability to advertise in the sphere where their target audience spends most of their time. Although social media in recruitment is on the increase, the value of print and other online media should not be ignored.

Print media

The print media includes newspapers, flyers and notices. A few good newspapers to get your hands on include the Pretoria News, Job Mail, Sunday Times, Mail & Guardian, Beeld and Rapport. If you are searching for a position in a certain geographical location, try to get a copy of the specific local newspaper.

Online media

Online job boards or job listings are very popular and easily accessible in South Africa. There are literally hundreds of these out there. The good ones in South Africa include the following:

- UP Student Career Portal (http://up.careerjunction.co.za)
- CareerJunction (www.careeriunction.co.za)
- IOL Jobs (www.ioliobs.co.za)
- Careers24 (www.careers24.co.za)
- PNet (www.pnet.co.za)
- Jobs.co.za (www.jobs.co.za)
- **Bizcommunity** (www.bizcommunity.co.za)
- Best Jobs (www.bestjobs.co.za)
- Gumtree (www.gumtree.co.za)

(Continued on page 10)



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(Continued from page 8)

Don't forget to visit your ideal employer's website, as the company might have its own career portal that will allow you to add your CV to its talent pool and browse for vacancies at the company.

Social media

Social media has overtaken pornography as the number one activity on the web. Facebook, Twitter, YouTube and LinkedIn have replaced face-toface communication to a large extent.

1. Facebook (www.facebook.com):

Companies are creating pages and groups on Facebook that you can join to receive updates on their recruitment activities and job opportunities. It is also a great platform to learn from existing employees what the company is all about and what it is like to work for that particular company.

2. Twitter (www.twitter.com):

Companies are using Twitter very creatively in announcing jobs to their followers. These jobs are often retweeted to other followers, which gives the company a lot more exposure than only posting a job on a job board or advertising in a newspaper.

3. YouTube (www.youtube.com):

Companies use YouTube creatively to market their brand and to advert-ise their graduate programmes through attractive advertisements.

4. LinkedIn (www.linkedin.com):

As with Facebook, companies have pages on LinkedIn where they can post jobs and you can connect with the recruiter of a particular position. This is a very effective tool to build your professional network.

Don't be afraid to create an online presence, you might even brush up on your IT skills while you are at it!

So, which method is the best? Not one can be singled out. It is important that you utilise as many tools as possible to optimise your chances of finding and securing employment. Use a combination of the different media channels to get exposure to a bigger variety of opportunities.





BE **CHALLENGED** KEEP **LEARNING** HAVE A FUTURE LIVE WITH **PURPOSE**





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3 false beliefs graduates have

Do your thoughts affect your job search? You'd better believe it!

1. "I deserve a job because I worked hard to get my degree."

Many university grads on the job hunt believe that they are essentially entitled to employment because they worked long and hard for their degree. It is indeed true that dedication and hard work go a long way - but that guarantees a student graduation; not a job. Some students say that their excellent academic performance. extra-curricular involvement, internship experience, or even their degrees' majors entitle them to a good-pavina entry-level position at a JSE-listed company. All of these are factors that may help you in your job search, but none are golden tickets towards employment. This kind of thinking makes a university graduate a passive job

seeker, which is the last thing anyone wants to be. Instead, job seekers should write down their past experience, skills, and qualifications and see how they can best brand themselves. Then, they should use job interviews as opportunities to explain to hiring managers why they are indeed the best candidates for the position.

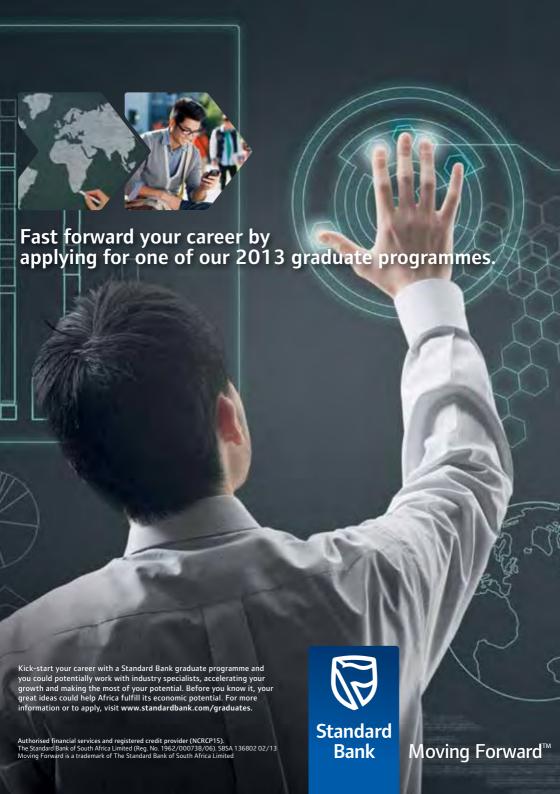
Stop believing:

"I deserve a job because I worked hard to get my degree."

Start thinkina:

"How can I show companies that I am the best possible candidate for this job?"

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2. "That's not my ideal job, so I won't bother applying."

The recession has decreased the quantity of jobs available for recent araduates, and the iobs that are available are often not the "ideal" iobs arads are looking for. The most common reasons new arads may not bother applying for certain jobs are the following:

- Salary "too low"
- Job title/duties "not important enouah"
- Location "not close to my family/ friends"
- Industry/company "not my favourite one"

Job seekers must realise that a job that reasonably falls within their major is a pathway to career advancement, networking opportunities, and of course, an income.

Stop believing:

"That's not my ideal job, so I won't bother applying."

Start thinking:

"This job gets my foot in the door in a company, gives me experience, and the connections I may make here may prove to be invaluable in the future."

3. "If I only knew the CEO/VP of a company, my life would be set!"

Job networking is not about being handed a job on a silver platter because vou know someone. It is about getting noticed; standing out from the crowd because of a referral.

Yes, you may get sent to the hiring manager's office for an interview quicker when you have a referral than when you don't, but once you are there, it's all on vou: can vou prove to the interviewer that you are aualified for the iob? Are vou likeable and confident? If not, the referral was just wasted.

Networking is tremendously important when looking for a job, and getting a referral basically means you have been prescreened by a trusted employee and you have a good chance of getting an interview. It is important to remember, however, that networking does not guarantee you a job; it improves your chances of getting one.

Stop thinking:

"If I only knew the CEO/VP of a company, my life would be set!"

Start believing:

"Networking won't guarantee me a job, but it will get me an interview faster."

> **Kevin Cormac New Grad Life**



Careers at Spoor & Fisher

About us

Spoor & Fisher specialises in all aspects of intellectual property law including patents, trade marks, copyright and designs. This includes related litigation, commercial transactions, due diligence, portfolio management and audits. In addition to the normal services, our trade marks department has specialist teams dealing with anti-counterfeiting and ambush marketing and our patent department has specialist teams dealing with biotechnology, nanotechnology and computer software related inventions. Together with Spoor & Fisher Jersey, our associate office in the Channel Islands, we provide a service in filling patents and trade marks in South Africa, the rest of Africa, the Middle East and the Caribbean.

To best serve the needs of our clients we have offices in Johannesburg, Cape Town and Pretoria.

What is intellectual property (IP)?

Successful innovation and marketing attracts imitators. In a competitive world it is increasingly important for businesses to protect the originality of new products, the confidentiality of know-how and the distinctiveness of names, trade marks and get-up.

These aspects are referred to collectively as "intellectual property" of in short "IP". These products of human creativity have a definite and often very considerable commercial value. Most businesses rely on several intellectual property components. None can exits without any. Intellectual property describes a range of instruments that can be used to define, protect and exploit new and innovative ideas. The idea could take any of a range of forms such as invention, a product name, a logo, the plot of a novel, musical theme tune or the design of a product.

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3 golden 3 keys

to job-hunting for new grads

So you have finally graduated and are looking for your first real entry-level job. How should you go about your job hunt? Just sit home and click away at the "submit resumé" button all day? Stop what you're doing!

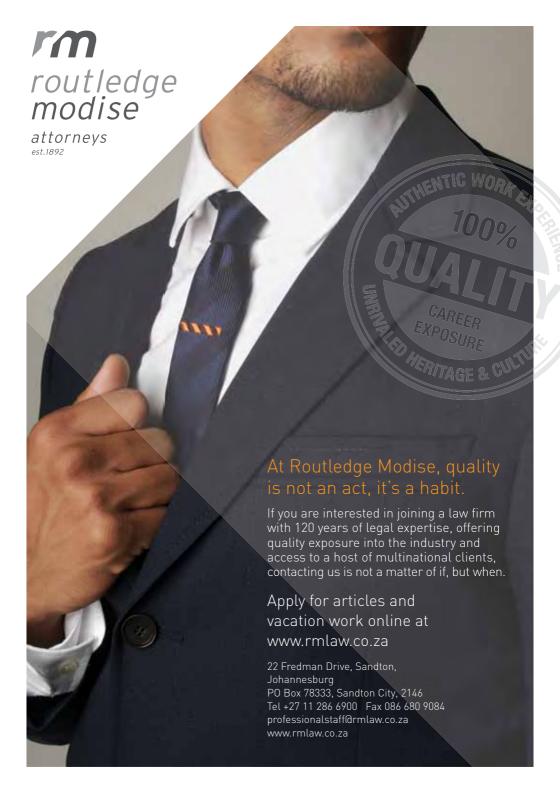
Find out what are the real kevs to job-hunting as a new graduate in this economy and improve your chances out there!

1. Consistency

Ever heard of the phrase "looking for a job is a job in itself"? That holds true for many people. If you want to be successful in your job search, you must have a certain job-hunting process you go through every day and you must carry it out, every day, consistently. For university grads this shouldn't be anything new; studying at university showed you that consistency brought results. Were you more confident going into a test studvina at the last minute, or reviewing content every week? Here's a little example of a job-hunting process:

- You wake up and apply for jobs you see posted online (job boards, job aggregators, corporate sites).
- You spend a few hours reading articles on how to brush up your job interview skills, or how to improve your resumé. Maybe you even do a mock interview with a family member or friend.
- Later vou spend an hour or so tryina to figure out who you can network with. Who do my friends know? Who does my family know? What about online networking sites like LinkedIn? Who should I contact locally?

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This is just a small example, and by no means should you manage your time particularly like this - but what's important is the fact that these are steps. You must be consistent and keep at what you are doing. If you don't stay consistent during your job hunt, you will see no results. For example, say you start networking on Monday and apply for jobs, and then don't follow up on networking the next few days and only focus on your resumé. A week passes by, and you totally forget about replying to the people you networked with. Those people may now think you're unorganised and already you lose any value you could present to them as an acquaintance.

You have to stay consistent with what you do as a job seeker; show those people you're on top of things and are eager to find work.

2. Focus

What is the particular job position you are looking for? In what industry? Fresh graduates have a lot of trouble with this one, partly because many are not even 100% sure what job they want. Once again, coming out of university, you have experience with this: you spent four years trying to figure out what you want to do with your life and what to major in, so this is just another thing you have to figure out.

Grads should focus on two things:

- 1. What is the job position you really want?
- 2. In what industry do you want to work? What companies do you find attractive?

We are in a recession and vou'll be told not to be picky, but believe it or not, sendina out 50 resumés every day for 50 different jobs at 50 different companies in totally different industries will not yield the best results for your job search.

So what happens if you focus on a job and industry?

Job position: Take a look at your resumé, and determine what duties you performed that could be applicable to an entry-level job that you like. Fast forward to an HR manager reading your resumé, and he or she will see your job duties are similar to the ones advertised for the new job opening, and you look like a promisina candidate. Match vour skills and strengths to particular job types as well.

Industry/company: Get involved in an industry vou're passionate about. Join clubs and organisations and read their newsletters, magazines, and books. Most importantly, keep up with the trends in the industry. Why? Let's say you are networking with a particular person who works for a company in the

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(Continued from page 18)

entertainment industry and you mention some trends you noticed or predictions you have. That person will be impressed because you have done your research as a university graduate, and because you have a strong passion for that industry and it shows! Passion truly does give you motivation, and motivation is a recipe for success when you are working.

3. Change

People change, job duties change, the economy changes, so why shouldn't your job search strategies? Set a "point of review" - this could be every week. two weeks, or even every month or two (we don't suggest waiting too long).

During your point of review, you should analyse three things:

- 1. What are your results so far? Write them down according to interviews set up and leads you got through networking.
- 2. What approach did you take that lead to those results? Did you talk about the industry trends with the person you were networking with? Did you leave out the career objective in your resumé?
- 3. What are you going to change this time around?

During your job search (especially as a new grad) it is difficult to understand the cause-and-effect relationship of things you do, but sometimes some things are quite obvious. A small tweak in your resumé's language can make a huge impact. Similarly, a simple change in your body language when you go to networking events can make a huge difference. For example, take note of how you acted: were you talking too long during the interview? Did you interrupt the interviewer a few times perhaps?

What you should do is try to use your "observing ego" - this is when you essentially observe what you say and how you act, and the results that come with that. Remember how you went about things and think of what you can change - little things of course, we're not saying you should go to your next networking event in your Halloween costume (although that would be very entertaining for the rest of us).

So that's it, consistency, focus and change. These are basic principles that bring great results, so use them to your advantage.

Good luck on your job hunt, new grads!

Whitney Austin **New Grad Life**

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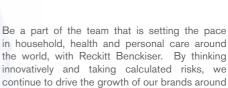












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Qualities of a successful candidate

Most firms will have a list of skill requirements to describe the ideal candidate for a job. For example, when recruiting candidate attorneys, law firm Eversheds looks for LLB graduates with a variety of skills, such as the following:

- Excellent communication skills, both written and verbal
- Good interpersonal skills (listening skills, powers of persuasion)
- Ability to use initiative/creativity
- Ability to analyse, problem-solve, research and negotiate
- Work well under pressure and meet deadlines
- Excellent time management skills
- Strong work ethic and ability to function well in a team
- Self motivation, drive and energy

This may be a typical list of requirements of the ideal candidate in many law firms, but a perfect match between candidate and employer goes beyond these requirements. Candidates need to fit in with the culture of a firm and be able to identify with their values, philosophy and mission.

Long-term objectives should be to build a career where both parties benefit, which means when applying for a job the applicant should make sure that there is synergy between their goals and the firm's long-term goals.

Just as important as the inherent skills required to do the job is the right attitude. "What's in it for me?" is just not the right approach. It's not about "give and take", but rather about how much both parties

can contribute and add value right from the start and continue to do so.

Understandably, new candidate attorneys will have to undergo training and will be taking away more than they are contributing during that time - at least measured in terms of fee generation. But if they have an attitude of willingness to go the extra mile and to assist beyond the strictest sense of the job requirements, this will soon translate into career advancement. Opportunities open for those who show willingness and drive.

Many firms, such as Eversheds, offer vacation work programmes for thirdyear law students, which is the ideal opportunity to "test the waters" and get to understand the workings of a law firm. During that period the candidates should ask them-selves questions like the following:

- Is this the environment in which I can see myself working for many years to come?
- Can I see myself as part of this particular firm and its unique culture?
- Can I make a difference here?

Once these mundane but important questions have been answered, you can start focusing on matching career prospects and long-term goals.

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Cover letter mistakes

you make when applying by email

How many times have you replied to a job ad via email by shooting them a copy of your resumé and cover letter? I'm going to venture a guess and say at least 20 (but more likely hundreds of times) if you've been searching for any significant length of time. Here are some of the most notorious mistakes we've seen - and what vou can do to greatly improve your chances of being noticed

Attaching the cover letter to the email

What's wrong with that, you ask? Most hiring managers aren't going to open the cover letter and read it. They'll ao straight to the resumé instead. Want to ensure your cover letter gets read? Copy and paste it into the body of the email. Whoever receives the email will be much more likely to read it if it's already right there in front of them.

Writing your whole life story in the body of the email

Don't go overboard with details; keep it short. The hiring manager won't be willing to invest a lot of time reading your email. Keep it short and to the point.

Providing information that is not relevant to the position

Here is a great example: When I want to bring an additional resumé/cover letter writer on staff, I'm not looking for someone with technical writing expertise, article writing skills, or journalism savvy. Those forms of writing aren't relevant to what we do here. I want a writer who has extensive expertise and certification in resumé writing. If someone goes on and on in their cover letter (or in the body of the email) about all their other writing experience, they will lose my interest. Instead, I want them to tell me about their most relevant experience as it relates to my needs. I want them to tell me about any resumé-writing experience they have. Give the hiring manager a brief overview of the most relevant experience you have, appropriate to the position they are trying to fill. This will pique their interest, rather than lose it.

RBB Economics offers career opportunities for entry level economists

Who are we?

RBB Economics is an independent economics consultancy specialising in competition policy. We are one of the largest competition economics practices in Europe, with offices in London, Brussels, The Hague, Melbourne and Johannesburg. Our work concerns the behaviour of firms with market power, and covers issues such as mergers, vertical agreements, joint ventures, price setting and the abuse of dominant positions.

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(Continued from page 24)

Excluding information they've specifically asked you to include

Depending on the position, the employer may ask you to submit a sample of your work, portfolio, hours of availability, or even salary requirements. Whatever it is they've asked you to include, make sure vou include it in vour cover letter. If not, you will most certainly be removed from consideration for failing to follow instructions. Following instructions and acknowledging everything the employer has asked you to address in the job ad not only saves the employer time, but makes you look good. I can tell you this from experience because nine out of ten applicants will fail to address every stipulation the employer has listed. It happens to us all the time.

Not using a cover letter at all

We've received emails from applicants, and the body of the email provides either little or no information whatsoever. Some simply state "Here is my resumé for your review." You are selling yourself short by not including at least a brief introduction. Especially if the employer outlines specific requirements. Take the time to write "I see you need someone with availability to work nights and weekends; I would enjoy working these hours and am available to do so," or "I have included a sample of my work for your consideration along with my resumé. If you have any questions, please do not hesitate to contact me."

Forgetting to tell them why you're the best fit

Let me tell you about one of the best cover letters I've ever seen: I could tell this person put effort into it, and she took the time to specifically and meticulously review our job requirements. She scrutinised our requirements and detailed in her cover letter how she had experience meeting those needs. It was applicable, relevant and it grabbed my attention. It was probably one of the only cover letters that actually made us want to read the corresponding resumé.

Using a boring closing statement

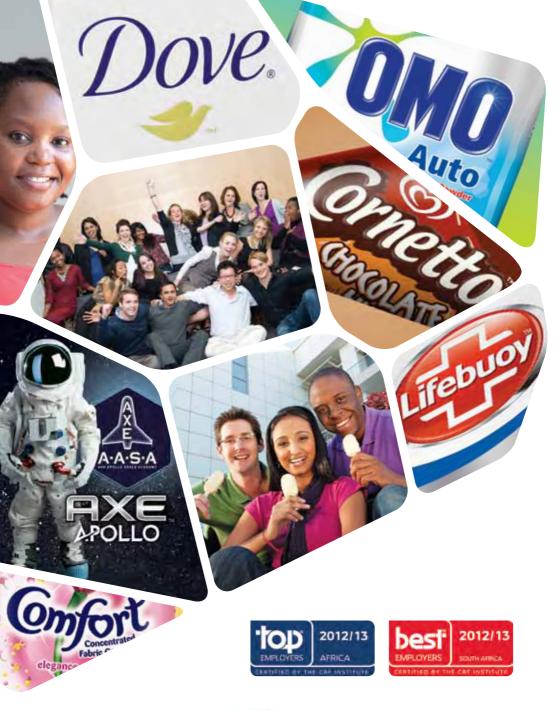
Instead of using the same old boring line, spice it up a bit. One of the more daring cover letter closings I have read closed with "Call today, don't delay." I applauded her boldness and had to call her. The closing was confident, feisty, and it certainly arabbed my attention. Not to mention the entire cover letter addressed everything she brought to the table as a potential employee and how these elements were relevant to meeting our needs.

Take the time to write something catchy, relevant, and targeted to the position for which you are applying. Sure, it may take a few extra minutes - but in the end, if you get the interview, won't it be worth it?

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Foreign nationals studying in South Africa can apply to be placed in one of the following Unilever territories. Placement will be based on business needs, consideration may be given to placement of successful candidates within their home country: Angola, Burundi, Cameroon, DRC, Ghana, Ivory Coast, Kenya, Mozambique, Malawi, Nigeria, Rwanda, Sudan, Tanzania, Uganda, Zambia, Zimbabwe.

tips for giving your entry-level resumé veteran appeal

Are you feeling a bit intimidated because you're currently crafting your entry-level resumé and worry that you don't have enough experience to make it look impressive? Don't worry. The key to resumé success is to boost your current qualifications, even if you're on a low rung of the corporate ladder. Giving yourself veteran appeal is easier than you think.

1. Reel them in with a great job target.

Just like writing a great title for a research paper, a great job target (or headline) can induce a hirina manager to read the rest of your resumé. At the entry level, you may feel that you don't have enough experience to create a good job target, but with a little creativity you can convince an employer to schedule an interview with an "Ivy league honours graduate looking to bring fresh, captivating ideas to the corporate public relations specialist position".

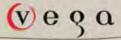
2. Include industry-specific keywords.

It's easy to underestimate the value of keywords because they seem to be just words. But these words can make or break your chances of being called for an interview. This is because the first stage of your application process is likely to include the company's use of screening software that scans for specific keywords throughout resumés. If yours doesn't include words that very specifically describe the field you're in and the contributions you can make to the position you're seeking (e.g., public

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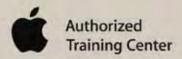


Vega aims to graduate a new class of brand thinkers: one with the expertise to generate innovative and sustainable brand ideas that solve 21st gentury problems. As such all qualifications at Vega, both full-time and part-time are taught within the context of creating, building and managing healthy sustainable brands Vega also provides Short Learning Courses and Corporate Training

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(Continued from page 30)

speaking, press releases, international and external communications, trade shows, etc.), you may be denied the position before you've even had the opportunity to be interviewed.

3. Add testimonials.

Another great way to give your resumé veteran appeal is to include testimonials. This is still a relatively new concept and is something hiring managers may be pleasantly surprised to see. So take this opportunity to add about two or three very short auotes from a former employer, former professors or other influential people in your field. This approach not only works as a great resumé filler, but helps make vou that much more desirable as a candidate.

4. Incorporate awards and recognitions.

If you've received awards or recognitions in your short career span, don't be shy about listing them. It's great to be recognised for your accomplishments - and even better when an employer looks upon them favourably and even considers hiring you as a result of them. Just because you're getting your foot in the door at the entry level doesn't mean you're not highly qualified for the job you want. So take time to really think about your accomplishments to date and how they make you an appealing candidate.

Adapted from an article by Jessica Hernandez on the website www.greatresumesfast.com













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Writing a curriculum vitae (CV)

Your CV is a sales pitch designed to make a prospective employer think you are worth their time for an interview.

It is a single step in the hiring process designed to lead to the next step. CVs are not only used for employment purposes but also for bursary applications. Your CV should be a complete audit of your skills, knowledge and abilities. Think of your CV as the first piece of work you are presenting to your potential employer. It should thus be benchmarked against the employer's standards.

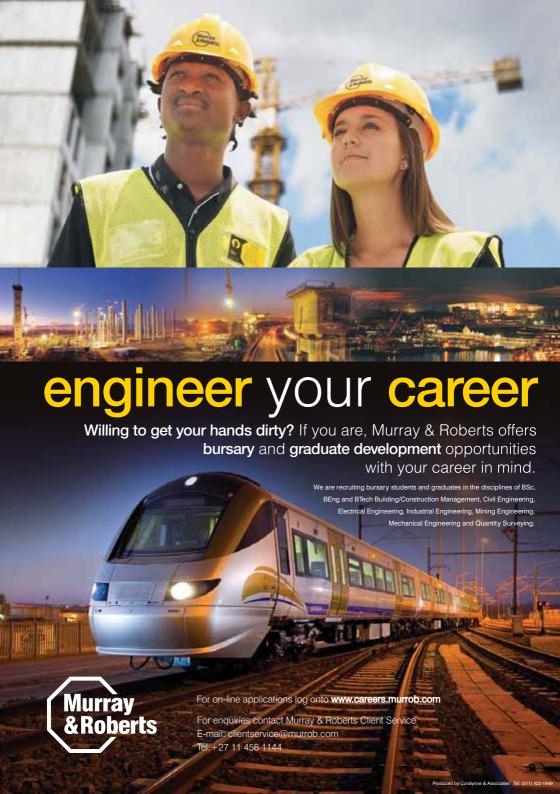
The most common mistake applicants make is to compile their CVs when they see a job opening. Compiling your CV when you are in a hurry won't allow you to perform a complete audit of your skills, knowledge and abilities or give a true reflection of your suitability for the position. Don't leave the most valuable information for the interview; you might not make it to that stage if your CV is incomplete. Create a master copy of your CV and every time you need to make an application, adapt it to meet the requirements of the position.

You need to set aside time for applying for a position to ensure that your CV stands out above the rest.

The 10 golden rules when writing a CV are as follows:

- 1. Try not to use CV templates create your own template that displays your uniqueness.
- 2. Do not use clip art, images or borders - keep it professional.
- 3. Keep your font type and size consistent throughout and make sure it is reader-friendly.
- 4. Your CV should be typed always ensure that you have an updated copy saved somewhere.
- 5. Update your CV on a regular basis to ensure that you don't leave out any important information.
- 6. Customise your CV for each application so that it matches the requirements of the job or bursary you are applying for.
- 7. Do not lie or give misleading information.
- 8. Organise your information into logical sections and keep the information relevant, summarised and to the point.
- 9. Spelling and grammar mistakes may cost you the job.
- 10. Do not overlook the cover letter, as this is a great tool to accompany vour application and increase vour chances.

(Continued on page 36)



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Certain types of information are more important than others, depending on the requirements of the position you are applying for. As a guideline, your CV can be divided into four basic categories:

Personal and contact details: This includes your name and surname. contact details such as a telephone number where you can be reached at all times and an email address that is easily accessible to you. You should also state vour availability (when will vou be available to start work, for instance 30 calendar days or 1 January 2013), whether you have a driver's licence and what your transport situation is (eg own reliable vehicle). Although you are not obliged to submit information that relates to race, gender, disability, age, language proficiency or other arbitrary ground, volunteer as much information as you feel comfortable with.

Educational details: Go as far back as matric, but write in reverse chronological order; in other words, start with what you are busy with currently. Include the dates, aualifications and institutions where you have completed or are completing your qualification.

Employment history: This section should also be in reverse chronological order, starting with your most recent employment to your first position. List the position or title you held, the company name, full dates of your employment and a full list of your duties and responsibilities whilst with the company.

Competencies: A competency or transferable skill is an attribute you have acquired and which you are able to apply to a work setting; in other words, you can transfer it to the work environment. To identify your attributes, think of something you have the knowledge of, have the ability to do and have experience in doing.

You may also wish to include your achievements (all the awards and prizes you have won, but do not include too much information and try to keep it relevant); associations/ professional registrations/societies you belong to; extra-curricular activities you participate in and voluntary work. It is also recommended that you include a career objective or personal mission statement in your CV. The career objective or personal mission statement is a short paragraph and will help place the spotlight on the personal values that shape you and the goals you have.

General formatting and presentation

issues: Your font type and size should be easy to read. Arial 11 point and a line spacing of 1.5 gives your CV a professional edge and makes it a pleasure for the recruiter to read. Your CV should not be longer than two to three pages – it is a summary, not an essay. Do not CAPITALISE each word, but make your headings slightly bigger or bold.

Lastly, allow a friend or family member to read through your CV to check for spelling, grammar and formatting issues, but remember your CV should be a true reflection of your uniqueness, as it is ultimately your sales pitch.



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5 things every prospective employer wants to hear

Have you ever wondered what a potential employer wants to hear in an interview? What exactly can you say to increase your chances of receiving a job offer? I recently heard some great advice that lined up with my previous experience as a human resources manager, which I would like to share with you.

1. You will never have to tell me what to do twice.

Every employer wants to know they can give you instructions once and you'll get the job done. I guarantee you that no employer wants to micromanage or ask an employee more than once to do something – no matter what it is.

I will complete the job or assignment you give me with excellence.

An employer wants to hear that – no matter what – you are going to make it happen; you're going to get the job done and do it to the best of your ability.

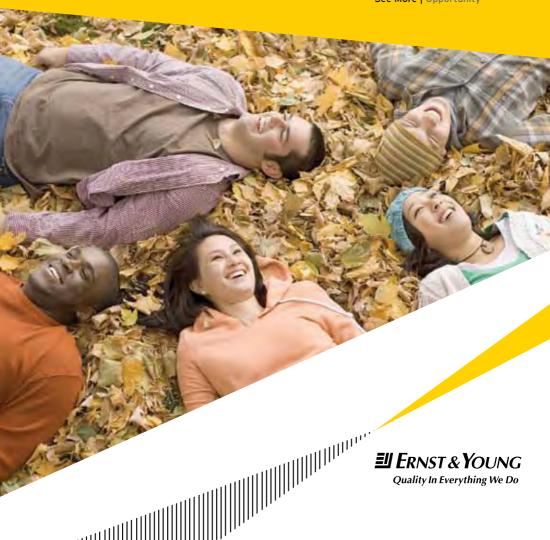
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You can't be left behind, when you surround yourself with people who are years ahead. We are all about teamwork.

Choices about university and careers can feel complicated and risky. The most important thing to work out is what your strengths are and choose a path that will make the most of them. You'll go further, faster - and be a lot happier. EY will help you work out your strengths and get you going in the right direction.

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3 Iam an agreeable person.

The employer wants to know that no matter what situation you are put in, you're going to be a team player and that you're not going to create confusion, conflict or problems, or challenge his or her authority.

4. I am easy to correct and instruct: I am teachable.

If there is something that you're not doing, or if you're not doing it correctly, the employer wants to know that he or she can approach you to discuss the situation and that you're not going to fly off the handle or think you're superior.

5. Iam a loyal employee. I will not talk poorly about you. I will do everything I can to promote you and help promote this business.

While I am working for you, I will always be the best employee - whether for one year or 10 years. And should I leave, I will be rehireable, and I will leave in an amicable and responsible manner. prospective employers Nowadays, understand that asking employees to make a commitment to stay for 10 or even 25 years just isn't realistic. Loyalty isn't about longevity. It's about being a committed and responsible employee while you're with that company.

These five points are essentially what every employer wants to hear from a potential employee. Of course, this isn't everything vou will encounter in an interview. If you can communicate these very important points to a prospective employer during an interview, it will help him or her feel at ease, sense that vou are a areat employee, and believe that you would be an asset to the organisation.

Adapted from an article by Jessica Hernandez on the website Great Resumes Fast

www.areatresumesfast.com



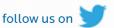
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The dreaded "case interview"

Management consulting firms like to hire smart, capable, motivated people who will be able to help them solve the most difficult problems in the corporate world today.

McKinsev & Company seeks to serve its clients on the top three issues that face the CFO or the Business Unit Leader. As a result, the people it hires need to be world-class problem solvers. With this in mind, it typically uses case interviews to help identify who will be able to contribute to the organisation as a problem solver.

McKinsey & Company were given an opportunity to demystify the case interview process to help you understand why it uses case interviews, help you figure out how to "crack the case", and help you understand what you can get out of a case interview.

What is a case interview and why do we use them?

A case interview is a real-world business problem that requires a solution. If you think of the toughest business challenges that need to be solved, these are good examples of the types of questions we will ask in a case interview. These can range from entering new markets, dealing with the market risks of Nigeria, solving South Africa's power crisis, or expanding your business into different market segments.

Other things that are important about case interviews are that they will typically call on you to demonstrate analytical thinking, logic, creativity and comfort with mathematics (without using a calculator!), In addition, they are almost always interactive - you will be expected to ask auestions, engage with the interviewer, express your opinion, and finally make a recommendation as to how the business in auestion should solve this problem.

Another important point is that you are not expected to have any knowledge of a particular industry or a particular set of business frameworks.

Management consulting firms use case interviews to evaluate the way you deconstruct a problem and communicate with others. The interviewer will be able to observe real-time "thinking on your feet", as well as gain insight into how you handle ambiguity. Finally, a case interview assesses your comfort with numbers.

How can you "crack the case"?

Of course, there is no sure fire way of cracking the case. There are, however, some tips that you can use that will improve your chances of succeeding. There is a relatively simple four-step process that will help you be more

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(Continued from page 42)

structured in your approach, and help ensure that you are covering most of the important elements.

1. Clarify

Make sure that you have a complete understanding of the question/problem. What helps is to listen closely to the problem definition and ask questions to improve vour understandina. You may even need to paraphrase to confirm the problem statement as some information may be extraneous.

2. Structure

Develop a plan to solve the problem. Start off with describing your overall approach and then break the problem into discrete pieces or issues. Be sure to state a crisp hypothesis and use a framework if you think this is appropriate. Don't aet cauaht in the trap of trying to find a framework for every case. If you think Porter's Five Forces is appropriate, then you should use it, but don't try to apply it just because you want to show off your knowledge of frameworks.

3. Analyse

It is important that you walk the interviewer through your thinking. Whilst you do this, you should prioritise your issues and pick one piece to probe further. You can then test your hypothesis with the interviewer. If necessary, you should ask for a few relevant facts and then state the findings for your analysis. You will probably want to refine your hypothesis. Do not hesitate to probe further if you need more information. Once you are satisfied you can pick another piece to probe.

4. Conclude

Finally synthesise your findings. You can start by summarising the discussion, followed by your overall recommendations. Discuss the trade-offs you have made with the interviewer and relate back to the problem statement. Suggest next steps once you feel you have covered everything.

What should you get out of a case interview?

We design our case studies to see how you act in business situations. Since we are using real-life business problems, you can see the type of work that we do on a daily basis. As the interviewee, you must see this as an opportunity for you to decide if you want to work in this industry and for this company. If you do not enjoy solving these types of problems, then you should reconsider whether or not management consulting is for you. If, however, you enjoy the challenge of solving the toughest problems of industry today, then you will be right at home as a management consultant.

In conclusion, you must remember that the case interview should not be seen as something scary or difficult, but rather as an exciting opportunity to figure out if you want to do this sort of work in the future. If you have fun with the case, then you are much more likely to enjoy working as a management consultant.

In addition, in my experience, if you have fun during the interview, you are also more likely to succeed in cracking "the dreaded case".

Adam Kendall McKinsey & Company

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Job interviews tips and advice

Great news! You have just been called by a company for an interview for the position you have applied for.

Interviews can be stressful at the best of times, but if you prepare vourself well in advance, it can be a surprisingly stressfree process.

Research the company:

Before you go for an interview, find out as much as you can about the company. That way you will be prepared to answer interview questions, and also to ask the interviewer questions that you might need clarification on, By doing some research, vou will also be able to see if the company is the right company for you in terms of culture and fit. Visit the company website, LinkedIn, Google and other social media.

Preparation:

Analyse the position - Analyse the position details or the job description if you have them. Make a list of the skills, knowledge, professional and personal attributes required by the employer. Capitalise on those attributes and assets that you have. Sell yourself!

Practice interviewing – Ask a friend or family member to roleplay a job interview with you. Research commonly asked questions in an interview and think about how you would respond to those questions.

Dress for success – No matter what position you are being interviewed for, it is always important to be neat and tidy. Those first impressions always count, and you should create a lasting impression.

What to bring to a job interview - Always bring spare copies of your portfolio or CV. Also bring a list of references and auestions vou want to ask the interviewer.

Interview etiquette – Never be late for your interview. Make sure you have the directions and exact time of your interview. Greet your interviewer with enthusiasm and politeness. During the interview, watch your body language and make eye contact. The more positive the impression you make, the better you will do in the interview.

Listen and ask questions – If you are not listening closely, you will not be able to give a good response. Be ready to engage the interviewer. You want the conversation to be a two-way response. Towards the end of the interview, let the recruiter know that you believe the position or opportunity is excellent and that you are highly interested.

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Make yourself more **employable**

Ever wondered how many people you're going to be competing with when you look for a job? It's not going to be easy, but it doesn't have to be too hard either. These eight tips should help you stand out from the crowd:

- Your CV. Tailor your CV for each interview, outlining why the employer should buy your skills and talents. What benefits do you offer. What makes you different? Include a covering letter summarising your key skills and strengths in relation to the job you are applying for.
- Your online presence. Sanitise your Facebook and Twitter pages. Create a professional profile on LinkedIn, using a professional photo.
- 3. The 90-day plan. Have a written plan for how you'll attack the job in the first 90 days. It shows that you understand the job; that you want it; and that you can do it. This helps the hiring manager see you in the job.
- 4. Interview skills. Dress appropriately, watch your body language and prepare answers to typical interview questions such as: "What are your strengths and weaknesses?". Ask questions such as "What are you looking for in this position?" or "Tell me about your best employee".

- 5. Preparation. Research the company and the position. Don't just look at the website. Ask current and previous employees and customers for more in-depth information.
- 6. Be well-rounded. Companies want more than just someone who can do the job well. Be able to explain what extracurricular activities you've taken part in and why they are important to you. Show passion.
- 7. Persistence. Engage employers. Send a thank-you email after the interview; connect with the employer on LinkedIn; call to follow up. It shows you're willing to go the extra mile.
- 8. Ask for the job. Ask the interviewer if you have the right skills and attributes for the position. It demonstrates confidence and professionalism, and shows that you really want the job. You'll uncover any doubts the hiring manager has about you so that you can deal with them then and there.

Now go out there and get hired!

BDO

Coping and dealing

with nerves at your interview

During an interview – nerves

Nerves – love them or hate them. we all have them and they apply to everything we do in life, whether it's a new job, a date, going to the dentist or being reprimanded. What are nerves? They are your body's way of dealing with stress, usually caused by a fear of the unknown. Your body puts up a protective barrier to help vou deal with this. Symptoms include a dry mouth, shaky hands, sweating, a thumping heart, faintness and feeling like you need to go to the bathroom. Does this sound familiar? Everyone is nervous when attending a job interview. After all, you are doing this because you want to get that new job. Your body is releasing a hormone called adrenalin, which assists you in focusing your mind completely on the situation that you are dealing with. The secret is being able to manipulate and control your frame of mind, use that adrenalin to vour advantage and not let it take over completely.

How can I control my nerves?

The secret to controlling your nerves is to convince your brain that you have little to worry about. The reality is that we all get ourselves worked up far too much in the first place. We convince ourselves that we are going

to underperform or embarrass ourselves beyond belief. I am sure you have been in many situations where you were a nervous wreck and once the situation was over, like at the end of an interview or coming out of the dentist's rooms, you experienced an overwhelming sense of calm. This is caused by your body relaxing and the release of adrenalin ceasing. So, how can you combat this? It's really simple. All you need to do is be prepared and calm yourself. The nerves, to a degree, will be far less. I am sure you will have heard of the term "mind over matter". The brain and body are complicated things. You can convince yourself of anything if you want to and this can have a negative or a positive outcome. So, to deal with this issue and put your mind at rest, and ultimately reduce your nervousness, it's always a good idea to try and address the areas you need to deal with where you feel you will be an absolute failure if things go wrong.

Let's look at the major areas:

Drinks – should you or shouldn't you? If you are offered a drink, be it tea, coffee or water, and you think you are suddenly going to have an explosive fit and chuck your cup three feet in the air, don't accept one. The only exception I can recommend here is water.

(Continued on page 50)



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(Continued from page 48)

The reason is that if you have a glass of water, no one will notice if you drank it or not. However, if you get stuck for something to say when asked a difficult question, or you find your mouth is getting irritably dry, it's a good excuse to take a sip. While it doesn't buy you a great deal of time, it does give you chance to pause and reflect on the question a few moments before you give an answer.

Awkward questions - Unless you have a crystal ball, you won't know what they will ask you. However, if you know anything about the job, you can have a good second guess at what is likely to come up and figure out some answers accordingly. Remember how it was when you sat for exams at school. You didn't know which questions were going to come up, so you revised all of them. If there is a discrepancy in your CV and you think it may be an issue, try and think of an appropriate answer. Don't just ignore it and think to yourself "I hope they don't mention that". Be prepared, it will lessen the worry.

Shaky hands – There is no real definitive way of dealing with this. The only thing you can do is keep them under control by placing one hand on top of the

other and keeping them on your lap. As you gain confidence through the interview and vour mind drifts away from the issue, you will find that the shakina will naturally ease and it should no longer be a problem.

Dropping or tripping over your briefcase or handbaa - Come on, there's absolutely no need to be clinging onto that briefcase or handbag. Place them on the floor, preferably under your chair. That way you aren't aoing to drop them or fall over them when you get up. If vou need a pen and paper (and it's always good to have them), take them out at the start of the meeting.

Fear of sneezing or having a runny nose - Again it all comes down to being prepared. Make sure you take a handkerchief or tissue and have it somewhere accessible. It's no good locked in your handbag or briefcase. Place it in your pocket so you can get it quickly, should you need to.

Make life easier for vourself at the interview

The night before your interview, try and get a good night's sleep. Eat your evening meal earlier than usual and go to bed a bit earlier. Don't go out on the town with your mates until 02:00 in

the morning or eat a curry, food with garlic or any other meal that gives off a strong-smelling after odour. As you will no doubt be aware, garlic smells dreadful the next day. Try and steer clear of meals that include this. Also, alcohol stays in the bloodstream for a fair while and you don't want to turn up at your new job interview feeling hungover and tired. If you are worried about your breath smelling, eat a mint before you go into the interview or use a menthol spray. You can buy little handy ones from the chemist that will fit in your pocket.

On the morning of the interview, if it's in the morning, try and have some breakfast. It's difficult to eat on a stomach that's turning around faster than a washing machine on a full spin cycle, but food is fuel for the brain and it will help you keep your mind on the job. Besides, if you don't eat and have an empty stomach, it is very likely that you will experience that intensely dreadful sickly feeling. If you have an interview during the afternoon, see if you can catch an early lunch, or if the interview is in the early evening, try and eat a decent breakfast and catch a late lunch. Ideally you don't want to eat more than two hours before the start of the interview to give your body the chance to digest your food.

If you are really strung out and feeling uptiaht just before vour job interview beains, you can always try some breathing exercises. Taking deep breaths in through your nose, holding it in for a few seconds and breathing out through your mouth helps. Think happy thoughts. Whether they are about your family, friends, partner or whatever, try and think of somethina that makes you smile. It takes far more muscles to make you frown than it does to make you smile, and by using this technique vou will automatically beain to feel the element of well-being. It will also temporarily take your mind off the situation ahead, which will ease your stress and worry.

When you get into the interview and are seated, try and relax and get comfortable. Don't slouch in the chair, but try to pick a position where you are not all screwed up like the hunchback of Notre Dame. Being comfortable will help relax all your muscles, including your legs, abdomen and chest, ultimately making your breathing more relaxed. During your interview, make sure you listen properly to each question posed to you. Don't try to think of an answer while your interviewer is still asking the auestion.

Article adapted from www.redgoldfish.co.uk

Reaching your potential in a new era of technology



How does a student become a highly sought-after IT professional, even in a pressing economy?

I started working as a software developer in December 1995. The IT industry has evolved greatly over the past 17 years, but the following principles have stayed the same:

Quality, quality, quality

"Your software bug will cause someone to be killed." These words were shared in a Spoornet training session. A small status bug could cause the Spoornet staff to order a train to leave the station while someone may still be performing routine inspections underneath the train. That day I realised the importance of quality.

Some students may think that getting by with the bare minimum in their studies is enough, but the truth is that professionals cannot afford to give anything but their best.

IT is about adding business value

It is easy to get distracted by computers and gadgets, but the customer's needs should be the primary focus of your endeavours. They need technology that adds value to the business and not necessarily a gadget that looks smart. You need to be able to go beyond the perceived value and find the most suitable technology for the company. In order to reach your potential, you have to realise that knowledge of IT

technologies is not enough. You have to be able to apply your knowledge.

Productivity

Nowadays, the Internet and social networks have become so vast that some people tend to spend a lot of time online. It is important not to allow this phenomenon to use up too much of vour time because your productivity can be affected. You need to learn how to manage your time well and you should realise that a good productivity rate builds a good career. A low productivity rate may decrease the career opportunities that come your way in the future.

No pain, no gain

The only constant in the IT world is "change". It was like that in 1995 and it is still the case today. Unless you stay a "student" of technology, you will eventually stagnate and struggle with old technologies.

Reaching your potential is up to you and your "attitude". Your attitude will rule your

Article by Henkie Maritz Founder and Architect @ Integrity IT Solutions (Pty) Ltd www.iits.co.za jobs@iits.co.za



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How to market yourself

Part 1

If you ask employment seekers what their biggest challenge is, most of them will tell you it is marketing themselves. They either hate it or are very uncomfortable with it.

This is a major problem, because their success is directly tied to how effective they are at marketing themselves. The good news is that "self-marketing" can be learned. The main reason for their discomfort with marketing is ignorance. They don't understand it and assume that since they don't have a background in it, they won't be effective at it. The challenge is to get rid of their current perceptions about what marketing is and to accept the fact that, with hard work and being prepared to move out of their comfort zones, they can become effective at it.

The myth of the backslapping, loud, aggressive sales type is just that: a myth. Successful salespeople are professionals who are well-trained, attend to the needs of their customers and are genuinely interested in helping them. They're resilient and they've endured a lot of rejection and bounced back from it. Some of the most successful salespeople are quiet, unassuming people – not quite the stereotype often attached to salespeople.

The main reason why they're successful is that they're sincere. Their customers pick up on that because sincerity can't be faked. The common view of what selling is about is pure bunk. The "gift of the gab" is not an asset – it's a liability. There's no such thing as a born salesman or saleswoman.

Successful salespeople achieved their success through working hard, believing in the product or service they sell, knowing it inside out, knowing how it can benefit potential customers and by not being easily discouraged. These are characteristics that you must acquire. If you have any lingering thoughts that you're not good at selling yourself, you need to get rid of them.

Your selling challenge is to communicate to a potential employer or client how they can benefit from using the skills and experience you have to offer – not in a fancy, forced or insincere way, but in the way of having a normal conversation with them. If you are a low-key individual, be assured that many successful salespeople are like that too. The last thing a potential employer or client wants from you is a sales pitch. The primary reason employment seekers fail at selling is a lack of preparation, or failing to do their homework before meeting an employer or client.

To succeed, you need to be absolutely clear about the following questions:

- What do you have to sell?
- Where are you going to sell it?
- How are you going to sell it?

(Part 2 follows on page 58)



LAUNCH YOUR CAREER.

Apply online at www.platinumcareers.co.za



TION WILLOW WILLER Urban aca Joe vertigo

How to market yourself

Part 2

What do you have to sell?

Most employment seekers are weak in this area. They've never taken the time to thoroughly analyse themselves and the skills they have to offer. It's no longer sufficient to identify yourself as an engineer, accountant, MBA, graphic designer, and so on. You need to be very clear about the skills you have to offer, and more importantly, why a potential employer or client would be interested in them. How will hiring you make their lives easier? What problems and challenges do they have that you can help them with?

As you begin to analyse your education, experience and the skills vou've acquired, play devil's advocate with yourself. Put vourself in the shoes of the employer or client you want to work with and take a "so what?" attitude towards vour skills and experience and be prepared to respond to that attitude if they project it. The key to success is to know as much about their business as you can and to be absolutely convinced that your skills and experience will help them. If you are convinced of this and have thoroughly analysed their business, they will pick up on that. Most people don't do this. They often assume that their skills and experience speak for themselves. They don't, It's your responsibility to explain to employers or clients how they can benefit from hiring you.

They're not interested in how many people you managed in the past, or how big the budget was for the department you managed. If you have a lot of experience and vour background includes operating at a senior level, vou need to be careful about how you come across, especially if you're dealing with a small organisation. If you're not careful you might unwittingly scare them off. Your challenge is to assure the business owner or manager you're dealing with that you will support them and can offer solutions to the problems and challenges they face.

If you stay focused on the key question that is always in the back of the mind of employers or clients, "How will hiring this person make my life easier?", you will have your share of success. If you can demonstrate to the employer or client that you've done your homework and know their business, they'll be impressed. Be prepared for them to test you. If you are an accountant, for example, they may give you their most recent financial statements and ask you to point out areas where they can improve. If you are a professional, you won't be intimidated by this. Just be careful that in your eagerness to impress them, you don't give your expertise away. The trick is to demonstrate that you are a professional and can help them with the challenges and problems they have.

(Part 3 follows on page 60)

BE BRAVE

AND MOVE BACK HOME



If you are a Namibian student in your final year of study, will have at least a bachelor's degree at the end of 2013 and have no work experience. apply for the O&L Talent Attraction Programme.



Dare to succeed and put the Best Company to Work For behind your name, while you work towards our company's purpose of 'Creating a future, Enhancing life'.



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How to market yourself

Part 3

Where are you going to sell it?

As part of analysing the skills and experience you've picked up in the past, you may have identified some characteristics of the companies where vou've had success. Or you may have identified certain types of projects that you really enjoyed working on. If not, revisit over Part 1 and look for the types of companies vou've worked for and projects vou've worked on that you really enioved and that brought out the best in you. Then look for similar companies or projects where you can duplicate this success.

Employment seekers sometimes overlook this. They get so focused on finding their next gig that they don't pay enough attention to finding opportunities that are a good fit for them. You also want to be looking for opportunities where vou can build on the experience and success vou've had. For example, if you did a project for a legal firm that was successful and that you enjoyed, why wouldn't you try to build on that experience and success by marketina yourself to other legal firms?

Most commentators on the workplace will tell vou that at least 80% of employment opportunities are never advertised. This is why so many people who are looking for work are struggling. They approach finding work in essentially the same way as their parents did. They scour the mainstream media and popular internet iob sites and when they can't find work, they give up or settle for low-paying service jobs. They simply don't know how to tap into those hidden employment opportunities.

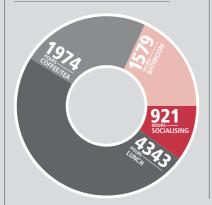
You need to take your connectivity to what is going on in the economy and in your field to a much higher level than the average person. You need to become a news hound and sniff out those hidden opportunities.

You can test yourself on how well you are doing this by your reaction to news about your field that appears in the mainstream media. If it is news to vou, vou're not as connected as vou need to be. You should already be aware of it through the database of news sites and other sources that you monitor regularly. Talk to successful employment seekers and you will find that they are very well informed about what is going on in the economy and in their field. Market research is one of those areas that everybody agrees is important. Talk to those who are struggling in today's workplace and you will consistently see that they approach market research passively or simply don't understand how important it is. They've probably heard that most employment opportunities are hidden, but they have no idea about how to find them.

(Continued on page 62)

LENGTH OF AN AVERAGE CAREER

AVERAGE PERSONAL BREAKS TAKEN



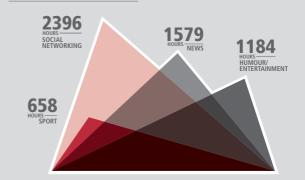
AVERAGE AMOUNT OF LEAVE TAKEN



AVERAGE AMOUNT OF WATER-COOLER TALK

GOSSIP / OFFICE POLITICS WEEKEND PLANS

TIME SPENT SURFING THE NET



AVERAGE TIME YOUR COMPUTER TAKES TO BOOT UP

YEARS OF ACTUAL WORK

15 YEARS AND 138 DAYS

Take a look at the final figure above. Scary isn't it? But that's how long you really have to build a career. So doesn't it make sense to start yours at a firm with a commitment to excellence, long-term thinking and individual growth? At Allan Gray we won't promise you the earth, but we can promise that you'll work hard, be challenged every day and always have your best demanded of you. And if you're prepared to give us your all, who knows how far you'll go, because at Allan Gray we invest in your best.

So, if you're in your final year of studies, please apply online at www.allangray.co.za/careers Applications open on Monday 27 May 2013 and close at midnight on Sunday 11 August 2013.

Figures used in this advertisement are averages from a survey of 30 Financial Services and Marketing professionals.

LONG-TERM INVESTING

(Continued from page 60)

Can you identify the fastest growing sectors in the region that you want to work in? What are the key trends in the areas vou want to work in? Can vou identify some significant projects that are underway or will soon be started that might provide employment opportunities for you? Are you right on top of what is aoina on in vour field? What skills are most in demand in your field? Do you have them? If not, how can you acquire them? If you were asked to take on the "programme chair" position for the professional association that you belong to, how easy would it be for you to identify topics that you know would be of interest to the members as you put together the programme for the year?

> Recruiters, headhunters and HR managers are increasinaly turnina to the internet to fill iobs or find staff for projects, which is one of the reasons why many employment opportunities are never advertised

Name the best media sources, websites, blogs, newsletters, journals, etc, for keeping you connected to what is going on in your field. How creatively and diligently do you monitor these sources? Which companies have recently landed significant contracts that might provide an opportunity for you? Can you identify some key players in your field who have

recently been promoted or have taken on new assignments? Could your skills and experience be of interest to them?

How easy would it be for these people to find you on the internet? Have you ever thought about what a search on the internet would reveal about vou? Do vou realise that it's becomina common practice for managers and business owners to do an internet search on candidates as part of the hirina/ screening process?

Are you doing any cybernetworking? Do vou know about websites like LinkedIn. Visible Path, Zoodanao, ZoomInfo, Rvze and Xing? Have you ever used these sites? Do you know that employers are increasingly using them to find candidates?

Which blogs do you subscribe to? Have you thought about creating your own bloa? Are vou aware that recruiters often monitor blogs that are related to the field they're searching for to find experts? They find candidates by looking for postings from people who obviously have the background they're looking for and who communicate well.

Finally, a potential byproduct of being well informed about what is going on in the economy and in your field is that you may spot unmet needs. Maybe you can create your own work opportunity by going directly to an employer with an idea at exactly the right time.

(Part 4 follows on page 64)

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Purchasing • Information, Decision, Solutions (IT)

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How to market yourself

Part 4

Now that you know exactly what you have to sell to employers or clients and where you are going to sell it, we come to the final step in the process: How are vou aoina to sell it?

The sales cycle consists of two parts: marketing and selling. Make sure that vou understand the difference between them. First of all, marketing precedes selling. It refers to a wide range of activities that have as their objective getting the attention of potential buyers of a product or service. These activities can be anything from a sophisticated, expensive television commercial or infomercial to someone walking around a busy shopping area with a sandwich board strapped to them that is promoting a product or service. Selling is what happens when you get the attention of a prospective buyer and they call you, walk into your store or visit your website.

No professional sales organisation will let a sales representative get in front of a customer until they have proven that they know the product or service they're selling inside out and how it can benefit customers. Employment seekers tend to jump straight into selling before they're ready to sell, and when that doesn't work, they assume that they're not salespeople and never will be.

You need to spend the majority of your time in the marketing phase and only

when you have mastered that, can you begin the selling phase. To succeed in selling, you must first succeed in marketing. Part 1 and Part 2 were all about marketing and most of this section is about marketing. You're not ready to sell yourself until you've done all the work required in these sections. Your success in selling yourself will be directly related to how hard you work at the marketing phase, how creative you are, and how willing you are to move out of your comfort zone.

As you go through the marketing phase, your self-confidence and eagerness to sell yourself will rise. You are going to be pleasantly surprised at how successful you can be at selling yourself now that you know how the process works.

Most employment seekers today use one marketing tool: a traditional resumé or CV. It still has a place if you're applying for a job, but it's the wrong tool for marketing yourself to employers or clients when you're approaching them on speculation that they might benefit from the skills and experience you have to offer.

Today's tools can include a visumé, a two-and-a-half-minute visual resumé, a marketing letter, blog, website, brochure and variations on the traditional resumé or CV, which are marketing-oriented. The generic, one-size-fits-all resumé or CV, or any other such tool is a dinosaur.

You need to tweak your marketing tools to address the needs of the employer or client vou're taraetina. You must clearly indicate that you know something about them and imply that the experience and skills vou have to offer will benefit them. You must indicate in your marketina tool that you will promptly follow up with them and make sure you do that. Some employment seekers are reluctant to follow up and that is a major mistake. According to a February 2006 survey by Robert Half International. 86% of Canadian executives said that employment seekers should follow up within a week of submitting an application.

There's probably no other word that is used more frequently in relation to today's workplace and that is more abused, misunderstood and overused than "networking". That's unfortunate, because if you understand what networking is really all about and you're prepared to invest the time it takes to put an effective networking strategy together, it is probably the most powerful tool you can use to market yourself and find hidden work opportunities.

You first need to be clear about your motives for networking. Successful networkers are givers, not takers. If you only contact people when you need help, you're not a networker, you're a sponge. Successful networkers give generously of their time and expertise to their profession and their community. You will find them serving on the executive

and committees of the professional associations they belong to and on the board of at least one non-profit or charitable association in their community.

Many so-called networking events are a waste of time. They attract employment seekers, recruiters who are looking for commission salespeople, personal coaches and the like. If an event is being marketed as a networking event, you should probably avoid it. You need to determine what activities, such as seminars, courses, trade shows and conferences, are coming up in the next few months where the people you want to connect with are likely to attend.

You need to be patient and not expect immediate results from the networking events that you attend. If you're on the executive or committees of the professional associations vou belona to, if you are on the board of at least one non-profit or charitable association in your community and your motive for networking is not self-serving, you will have your share of success. Write some articles for the journals or newsletters of the professional associations you belong to, volunteer as a speaker at events where people can benefit from your expertise, or start up a new association or special interest group in your area and vou will be on the radar screens of the people you need to connect with.

Ron McGowan
How to find work

How to evaluate a job offer

Your job search preparation pays off when a company offers you a job. If you are certain about the job offer, accept it on the spot. Just be sure that you understand the conditions and elements of the job before you accept it.

If you are uncertain about a job offer, evaluate it. Doing so takes some experience and practice, so you'll want to be prepared for handling this aspect of the job-hunting process.

Job offers are made by telephone, by letter, or in person. If the offer is made by letter, vou have time to think it over more carefully and less emotionally than you would if you received it by telephone or in person. If the offer is made by telephone or in the interviewer's office, vou'll want to respond appropriately. It's best to request some time to think the offer over and to ask any questions that immediately come to mind regarding the information you are given. If you object to any aspect of the offer (the salary, for example), be prepared to negotiate this aspect with the company. If you are indeed the candidate the company wants and if the company does not want to interview additional applicants or the "second choice" candidate, the interviewer may negotiate this aspect or other

aspects of the offer with you. If you are not happy with the salary offered, be prepared to specify the salary you would accept and to reaffirm your interest in the job. Take your lead from the employer as to whether the salary is negotiable. Upon receiving an offer, you may find it beneficial to discuss the job offer conditions with a family member. members of your support system or other trusted people. You do, however, want to respond to the offer quickly so that you don't jeopardise it, but it is certainly appropriate to request some time to think it over. It is in your best interest to take a day or two to consider the iob offer.

Now let's turn to the question of how to determine what a "aood" iob offer is. You're in the best position to decide this. Your first job will position you for future career success, so be certain that you determine whether this is your best fit in a number of areas. Many factors affect vour decision. Review the following auestions to help vou decide.

The major areas that you should be concerned about include the following:

- Scope of the job
- Organisation and personnel
- How the job meets your goals
- Salary, benefits and potential for increased salary
- Opportunities for your professional growth
- Values and philosophies of management
- Geographic conditions (relocation and/or travel requirements)

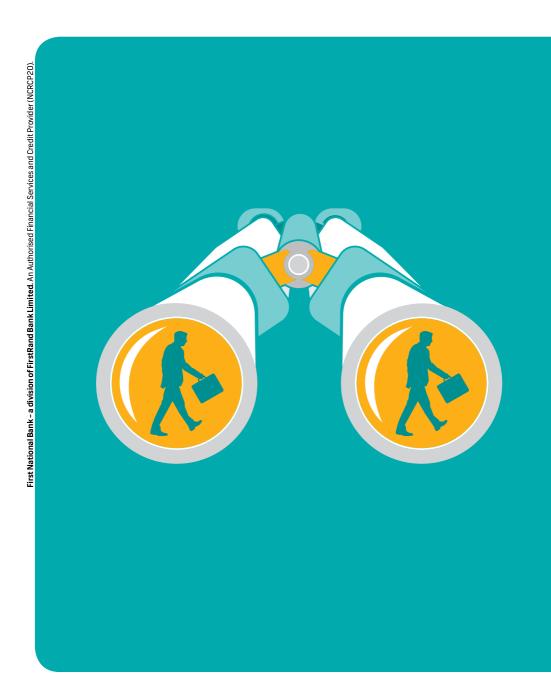
When offered a position, proceed professionally. Write down your responses to these questions and to any that you think you need to add. When you are finished, review your answers. If there are areas of conflict or uncertainty, resolve them before saying "Yes!"

- Does the position match my career goals?
- 2. Does the position seem to offer the challenge I am seeking?
- 3. Will the position use my existing skills and educational preparation well?
- 4. Do I understand the job responsibilities clearly? What is the scope of my responsibility?
- 5. What will I be paid in this position? Is there a fixed salary or salary range for this position?
- 6. Are the work hours acceptable? Is overtime required? If so, how often?
- 7. Must I travel? If so, how much? How far?
- 8. Must I relocate in the future?

- 9. How, by whom and how often will I be evaluated?
- 10. Do I understand the chain of command clearly?
- 11. Do I know my manager's style and work expectations?
- 12. What does the rest of my department team look like? Do I feel that I will fit in?
- 13. Can I become a member of the team quickly and succeed immediately?
- 14. What are my promotional opportunities in this position?
- 15. Do I think that I can advance in this company? Is it a leader in its field or industry?
- 16. Will I fit into the corporate environment?
- 17. What is the company's future? Is it restructuring? Downsizing?
- 18. What does the company do to help me maintain and improve my professional status and knowledge?
- 19. Is superior performance rewarded?
 How?
- 20. What is the benefits package?

If for some reason you indeed decide that this is not the job for you, notify the employer by telephone first, if possible. Politely give your reason for declining. Then decline the offer in the same way by letter. Remember, thank the employer for the job offer and wish the employer success.

Chris B Bardwell The Black Collegian Magazine



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2013 University of Pretoria **Employer Directory**

The UP Employer Directory is a job search tool exclusively for University of Pretoria students. The directory alphabetically lists some of the employers interested in recruiting UP students and provides important recruitment information, such as the opportunities the employer has

available, the geographical location(s) of positions, the degrees the employer will consider, closing dates, contact details for enquiries and information on how to apply for a position at the specific company.

Abbreviations

Academic	programmes
Programme	Abbreviation
Economic and Management Sciences	
Accounting Sciences	Acc
Bachelor of Commerce	BCom
Business Administration	BAdmin
Business Management	Mgt
Communication Management	Comm
Econometrics	Ecm
Economics	Ecos
Entrepreneurship	Entre
Financial Management Sciences	FinMan
Honours	Hons
Human Resource Management	HR
Informatics	Info
Internal Auditing	IntAud
International Relations	IntRel
Investment Management	InvMan
LLB	LLB
Marketing Management	MM
Public Relations	PR
Statistics	Stats
Supply Chain Management	Sup
Retail Management	RM
Taxation	Tax

Engineering, Built Environment and Information	Technology
Bachelor of Engineering	BEng
Bachelor of Information Science	BIS
Chemical Engineering	Chem
Civil Engineering	CvI
Computer Engineering	Comp
Computer Science	CompSci
Construction Management	Cons
	Electr
Electrical Engineering	Ind
Industrial Engineering	· ·
Information Systems	InfoSci
Information Technology, Computer Science (and related IT degrees)	ІТ
Mechanical Engineering	Mech
Metallurgical Engineering	Met
Mining Engineering	Min
Quantity Surveying	QS
Real Estate	Est
Risk Management	Risk Mgt
Humanities	
Bachelor of Arts	BA
Industrial Psychology	IndPsy
Social Science	BSocSci
Law	
LLB	LLB
Natural and Agricultural Sciences	
Natural and Agricultural Sciences	
Actuarial Science	AccSci
	AccSci AnimSci
Actuarial Science	AnimSci
Actuarial Science Animal Science	
Actuarial Science Animal Science Applied Mathematics	AnimSci
Actuarial Science Animal Science Applied Mathematics (and Mathematics-related degrees)	AnimSci Math
Actuarial Science Animal Science Applied Mathematics (and Mathematics-related degrees) Biochemistry	AnimSci Math BioChem
Actuarial Science Animal Science Applied Mathematics (and Mathematics-related degrees) Biochemistry Biotechnology	AnimSci Math BioChem BioTech
Actuarial Science Animal Science Applied Mathematics (and Mathematics-related degrees) Biochemistry Biotechnology Chemistry	AnimSci Math BioChem BioTech Chem
Actuarial Science Animal Science Applied Mathematics (and Mathematics-related degrees) Biochemistry Biotechnology Chemistry Environmental Science	AnimSci Math BioChem BioTech Chem EnvSci
Actuarial Science Animal Science Applied Mathematics (and Mathematics-related degrees) Biochemistry Biotechnology Chemistry Environmental Science Food Science (and related degrees)	AnimSci Math BioChem BioTech Chem EnvSci Fsci
Actuarial Science Animal Science Applied Mathematics (and Mathematics-related degrees) Biochemistry Biotechnology Chemistry Environmental Science Food Science (and related degrees) Geology Microbiology	AnimSci Math BioChem BioTech Chem EnvSci Fsci Geo
Actuarial Science Animal Science Applied Mathematics (and Mathematics-related degrees) Biochemistry Biotechnology Chemistry Environmental Science Food Science (and related degrees) Geology Microbiology	AnimSci Math BioChem BioTech Chem EnvSci Fsci Geo Mcb
Actuarial Science Animal Science Applied Mathematics (and Mathematics-related degrees) Biochemistry Biotechnology Chemistry Environmental Science Food Science (and related degrees) Geology Microbiology Company o	AnimSci Math BioChem BioTech Chem EnvSci Fsci Geo Mcb pportunities
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Actuarial Science Animal Science Applied Mathematics (and Mathematics-related degrees) Biochemistry Biotechnology Chemistry Environmental Science Food Science (and related degrees) Geology Microbiology Company of Company of Carduate programme	AnimSci Math BioChem BioTech Chem EnvSci Fsci Geo Mcb Poortunities Abbreviation Grad programme
Actuarial Science Animal Science Applied Mathematics (and Mathematics-related degrees) Biochemistry Biotechnology Chemistry Environmental Science Food Science (and related degrees) Geology Microbiology Company of Company of Carduate programme SAICA training programme	AnimSci Math BioChem BioTech Chem EnvSci Fsci Geo Mcb Poortunities Abbreviation Grad programme SAICA

Faculty of Economic and Management Sciences

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Accenture Closing date: 31 August 2013	Grad programme Scholarships	BCom, Mgt	www.accenture.co.za/careers recruiting.sa@accenture.com Anushka Singh
ACI Worldwide Closing date: January 2014	Grad programme Internship	CompSci (up to third-year level)	www.aciworldwide.com nikki.blaser@aciworldwide.com Nikki Blaser 021 525 5107
Armscor	Grad programme Bursary	BCom: Acc, IntAud, FinMan	careers@armscor.co.za Brenda Pule 012 428 2468
Aspen Pharmacare	Internship	BCom: Acc, FinMan, IntAud, Tax, HR, MM	Farai Msuku 011 239 6354
Bain & Company	Grad programme Internship	All	www.joinbain.com diana.mbanda@bain.com Diana Mbanda 011 012 9100
Burlington Strategy Advisors Closing date: 31 July 2013	Grad programme	FinMan, Ecos	www.burlingtonconsultants.co.za recruitment@burlingtonconsultants.co.za. Elany Ncube 011 715 0300
Business Connexion Closing date: 30 September 2013	Internship	BAdmin	www.bcx.co.za graduateinternship@bcx.co.za Lerato Monyatsi 011 266 5111
CAP Chartered Accountants	Internship Vac work Bursary Articles	Acc	www.chartered.co.za cv@chartered.co.za Ida Stegmann 086 177 7227

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
ccusA Closing date: 1 September	Vac work (USA)	All	www.ccusa.co.za info@ccusa.co.za Jenni Van Kerkhof 011 865 0537
Deloitte Closing date: 31 July 2013	Grad programme Vac work Vac school	BCom	www.deloitte.com/za nkoller@deloitte.co.za Nicki Koller 011 209 6102
Edcon Closing date: 1 September 2013	Grad programme	BCom (Hons), FinMan	www.edcon.co.za Aadila Sayedabdurrahaman 011 495 1863
Ernest & Young	Bursaries Contracts Internship Vac work	Acc, IntAud, InfoSci	www.ey.com/za/careers angela.siane@za.ey.com karen.mudaly@za.ey.com Angela Siane or Karen Mudaly 011 772 3000
F&S Accounting & Auditing CC Closing date: 31 August 2013	SAIPA	BCom Acc (degree or honours)	pa@fsfin.co.za M Weideman 012 653 1100
First National Bank Closing date: 31 August 2013	Bursaries Internship Vac work	Acc, Fin, Mgt, Stats, Ecos	www.fnb.co.za/graduate-programme graduaterecruitment@fnb.co.za Neleshnee Reddy 087 736 1250
FirstRand Closing date: 31 August 2013	CA articles Base camp	Acc	www.firstrandcatraining.co.za/ catraining@firstrand.co.za Alexia Towell 011 282 4087
Hewlett-Packard Closing date: 30 September 2013	Grad programme	BCom Info, BAdmin, Mgt	www.hp.com/go/jobs anelda.visser@hp.com Anelda Visser

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Integrity IT Solutions Closing date: 21 December 2013	Grad programme Internship	Info	www.iits.co.za jobs@iits.co.za Marlie Marx 012 753 1292
Investec Bank Ltd Closing date: 31 March	CA programme	BCom Acc, Acc (Hons)	www.investec.com/CAprogramme CA@investec.co.za Hayley Bacher 011 286 9457
I Q Business Closing date: 31 August 2013	Internship	Mgt, FinMan	www.iqrecruit.co.za (applications open 15 April) recruitment@iggroup.net Alexandra Manson 011 259 4000
KPMG	Bursaries Contracts Internship Vac work	BCom	www.joinkpmg.co.za cecile.stroh@kpmg.co.za Riette Ormond or Cecile Stroh 082 718 8429 or 082 719 6428
Le Pure Marketing	Grad programme	All	www.gradz101.co.za Info@lepure.co.za Salosh Govender 011 222 0418/083 871 7207
Massmart Closing date: 31 August 2013	Grad programme	Mgt, Ecos, Acc, MM, RM, Entre, Sup, FinMan	www.massmart.co.za/careers/graduate Ronnie Mulaudzi
Mazars Closing date: 30 December 2013	Articles Bursaries Vac work	Acc	www.mazars.co.za Lucille.pickersgill@mazars.co.za Lucille Pickersgill 011 547 4000
McKinsey & Company Closing date: 1 September 2013	Employment Internship	All	www.mckinsey.com campus-recruiting@mckinsey.com Chantal Whiteley 011 506 8000

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COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
MG Recruitment	Employment Internship	All degrees	www.mgrecruitment.co.za info@mgrecruitment.co.za Ebert Grobler
National Treasury Closing date: 30 September	Grad programme	BCom Acc (degree or honours)	www.treasury.gov.za betty.sibeko@treasury.gov.za Betty Sibeko 012 315 5685
Nedbank Closing date: 19 April 2013	CA leadership seminar	Acc (third year or honours), Mgt (CA stream)	www.nedbank.co.za/ca@nedbank ca@nedbank.co.za Thando Msomi 011 294 3280
Nkonki Closing date: 30 August 2013	Articles	Acc, IntAud, BIS	www.nkonki.com employment@nkonki.com Thabile Themba 011 517 3000
Nolands Closing date: 1 September 2013	Internship	BCom Acc (degree or honours)	www.nolands.co.za bevl@nolands.co.za Bev Lewis 021 658 6600
Norton Rose	Articles for 2015 Bursaries Vac work	LLB (undergraduate) or under- graduate degree (BSc, BCom, BA) followed by postgraduate LLB	www.nortonrose.com/za/apply
Old Mutual Emerging Markets Closing date: 16 August 2013	Bursaries Internship Vac work	BCom: FinMan, InvMan, MM, IntAud, Acc, Tax, InfoSci, HR, Ecos	www.oldmutual.co.za/gap gap@oldmutual.co.za Belinda Clatworthy 021 504 6900
OVC Work Study Travel	Travel	All	www.ovc.co.za pretoria@ovc.co.za, joburg@ovc.co.za Jessica or Willie 079 500 4122 or 011 888 1331

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
PKF (Gauteng) Inc. Closing date: 31 July	Articles Vac work	BCom (all)	www.pkf.co.za/pretoria/ vedana@pkfpta.co.za Vedana Ragubeer 086 175 3782
Platinum Group Ongoing recruitment	Permanent employment Vac Work	All	www.platinumcareers.co.za amelia@platinumgroup.co.za Amelia Wickenden 021 461 1207
PWC Closing date: 31 July 2013	Bursaries Contracts Vac work	BCom Acc, IntAud, Tax	www.pwc.com/za/careers paula.x.vorster@za.pwc.com Paula Vorster 012 429 0117
RBB Economics Closing date: 15 July 2013	Internship Entry level economist	Ecos (Hons)	www.rbbecon.com vacancies@rbbecon.com Alicia Fecci +44 20 7421 2410
Regiments Capital Closing date: 31 July 2013	Grad programme	FinMan, Ecos	www.regiments.co.za recruitment@regiments.co.za Elany Ncube 011 715 0300
Rio Tinto Closing date: 31 August 2013	Bursaries Grad programme	BCom (all)	www.riotinto.com sagraduates@riotinto.com Khanyi Mkhize 011 459 1000
RSM Betty & Dickson	CTA	BCom Acc (Hons)	www.rsmbettyanddickson.co.za mail@ts.rsmbd.co.za Martha Jansen van Rensburg 012 460 5241
Sanlam Life Insurance Limited Closing date: 29 August 2013	Contract Employment Grad programme	BCom, BCom (Hons), Mgt, InfoSci www.sanlam.co.za/graduates	www.sanlam.co.za/graduates

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Sizwe Ntsaluba Gobodo Closing date: 30 August 2013	Bursaries Grad programme Vac work	BCom Acc (degree or honours), IntAud, Tax (MCom)	www.sng.za.com or sng.erecruit.co.za/ humanresources@sng.za.com Velephi (bursaries only), Shardha or Vuyelwa 011 231 0600 or regional offices
Small Enterprise Foundation Closing date: 31 August 2013	Grad programme	BAdmin, Ecos, FinMan, Stats	www.sef.co.za kgabo.lelahane@sef.co.za Kgabo Lelahane 015 307 1664
South African Breweries Closing date: 31 August 2013	Bursaries Grad programme	BCom Acc (Hons), MM (Hons), Sup (Hons)	www.sabcareers.co.za Rudhir.Ramasar@za.sabmiller.com Rudhir Ramasar 011 881 8178 or 011 881 8173
Standard Bank Closing date: 16 August 2013	Bursaries Internship	E-Commerce, Ecos, Acc, BCom Law	www.standardbank.com/graduates Graduates@standardbank.co.za Susan Dube or Julie Hugo 011 636 9111
Strachan & Crouse Closing date: 30 November 2013	Articles SAICA	BCom (Hons), BCom Acc (Hons)	www.strachancrouse.co.za info@strachancrouse.co.za Karien 012 430 3420
Student Grid Closing date: 2014	Full-time emplyment Internship Part-time work	All	www.StudentGrid.co info@seplatform.com Chris 072 485 4786
TEACH South Africa First deadline: 20 June 2013 Final deadline: 15 August 2013	Employment	BCom Stats	www.teachsouthafrica.org apply@teachsouthafrica.org Shesnee Naidoo 082 383 6687

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Unilever SA	Bursaries Internship	BCom, BBS, BIS	www.unilever.co.za/careers gradsza@unilever.com
	Leadership programme		Azvir Rampursad 031 570 2000
Xenium securities	Employment	BCom InvMan	www.xenium.co.za
	Internship		xenium@xenium.co.za
			Di de bruin
3fifteen Technology Solutions	Internship	BCom IT-related	www.3fifteen.co.za
Closing date: December 2013			leraton@3fifteen.co.za
			Lerato Nathane
			011 575 0110

Faculty of Education

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
MG Recruitment	Employment Internship	All	www.mgrecruitment.co.za info@mgrecruitment.co.za Ebert Grobler
Platinum Group Ongoing recruitment	Permanent employment Vac Work	All	www.platinumcareers.co.za amelia@platinumgroup.co.za Amelia Wickenden 021 461 1207
Student Grid Closing date: 2014	Employment Internship	All	www.StudentGrid.co info@seplatform.com Chris 072 485 4786

Faculty of Engineering, Built Environment and Information Technology

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Accenture	Grad programme	BEng	www.accenture.co.za/careers
Closing date: 31 August 2013	Scholarships		recruiting.sa@accenture.com
			Anushka Singh
ACI Worldwide	Grad programme	CompSci (up to third-year level)	www.aciworldwide.com
Closing date: January 2014	Internship		nikki.blaser@aciworldwide.com
			Nikki Blaser
			021 525 5107
Amazon Web Services	Internship	±	aws.amazon.com/ec2/
	Vac work		awsnewgrads@amazon.com
			Angela Visser
			021 467 0226
Armscor	Bursary	BEng: Chem, Electr, Mech, Met,	careers@armscor.co.za
	Grad programme	lnd	Brenda Pule
			012 428 2468
Aurecon	Bursary	BEng: Cvl, Electr, Mech	www.aurecongroup.com
Opening date: 1 April 2013	Grad programme		Lucia Lebelo
Closing date: 31 August 2013			012 427 3662
Bain & Company	Grad programme	All	www.joinbain.com
	Internship		diana.mbanda@bain.com
			Diana Mbanda 011 012 9100
BEKA (Pty) Ltd	Employment	Engineering vacancy,	www.beka.co.za
		electro technical	
BHP Billiton Energy Coal SA Closing date: 31 May 2014	Bursary	BEng: Min, Electr, Mech, Ind, Met, Chem, QS	www.bhpbilliton.com Elaine.oreilly@bhpbilliton.com
			Elaine O'Reilly

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Bidvest Panalpina Logistics Closing date: 13 September 2013	Bursaries Vac work	BEng: Ind	www.bpl.za.com clarel@bpl.za.com Clare Lund 011 570 6471
Blue Cube Systems (Pty) Ltd	Vac work	BEng, Math	www.bluecubesystems.com info@bluecubesystems.com Helani Schreuder 021 880 1036
Burlington Strategy Advisors Closing date: 31 July 2013	Grad programme	BEng (business related)	www.burlingtonconsultants.co.za recruitment@burlingtonconsultants.co.za. Elany Ncube 011 715 0300
Business Connexion Closing date: 30 September 2013	Internship	BSc (IT)	www.bcx.co.za graduateinternship@bcx.co.za Lerato Monyatsi 011 266 5111
CCUSA Closing date: 1 September	Vac work (USA)	All	www.ccusa.co.za info@ccusa.co.za Jenni Van Kerkhof 011 865 0537
Dariel Solutions Closing date: 30 November 2013	Grad programme	CompSci	www.dariel.co.za careers@dariel.co.za Busi Thabethe 011 566 5750
Deloitte Closing date: 31 July 2013	Grad programme Vac school Vac work	ВЕлд	www.deloitte.com/za nkoller@deloitte.co.za Nicki Koller 011 209 6102
Derivco Closing date: 11 September 2013	Bursaries Employment Internship Vac work	IT, BEng, Comp, CompSci, any IT-related degree	www.derivco.com hr@derivco.com Sarah Brand 031 580 1000

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Entelect Software Closing date: October 2013	Grad programme Internship	BSc Info, BEng: Electr, IT-related degree	www.entelect.co.za/ career@entelect.co.za Sheldon Lyne or Terri-Ann Adams 011 994 3300
Ernest and Young Closing date: 28 June 2013	Grad programme Internship (2014)	IT, InfoSci	www.ey.com Karen.mudaly@hotmail.com Karen Mudaly 011 772 3355
First National Bank Closing date: 31 August 2013	Bursaries Internship Vac work	BEng	www.fnb.co.za/graduate-programme graduaterecruitment@fnb.co.za Neleshnee Reddy 087 736 1250
Hewlett-Packard Closing date: 30 September 2013	Grad programme	Info, IT, CompSci	www.hp.com/go/jobs anelda.visser@hp.com Anelda Visser
Integrity IT Solutions Closing date: 21 December 2013	Grad programme Internship	BSc Info	www.its.co.za jobs@iits.co.za Marlie Marx 012 753 1292
IQ Business Closing date: 31 August 2013	Internship	IT, InfoSci, BEng Ind, Risk Mgt	www.iqrecruit.co.za (applications open 15 April) recruitment@iggroup.net Alexandra Manson 011 259 4000
Le Pure Marketing	Grad programme	All	www.gradz101.co.za Info@lepure.co.za Salosh Govender 011 222 0418 or 083 8717 207
L'Oreal SA	Bursary (2013) Grad programme (2014)	BEng: Mech, Ind, Chem	www.loreal.co.za recruitment@za.loreal.com Mpumi Zungu 011 237 5411

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Massmart Closing date: 31 August 2013	Grad programme	CompSci	www.massmart.co.za/careers/graduate Ronnie Mulaudzi
Master Maths Moreleta Park	Part-time work	BEng, BSc (any degree with Science and Maths as subjects)	www.mastermaths.co.za m2glenstantia@gmail.com Helen Kriek
McKinsey & Company Closing date: 1 September 2013	Employment Internship	All	www.mckinsey.com campus-recruiting@mckinsey.com Chantal Whiteley 011 506 8000
MG Recruitment	Employment Internship	All degrees	www.mgrecruitment.co.za info@mgrecruitment.co.za Ebert Grobler
Microsoft	Internship	IT-related degrees	www.s2bprogramme.com/southafrica v-krsoob@microsoft.com Krilona Pillay 011 361 8039
Murray & Roberts Closing date: 10 June 2013	Bursaries Grad programme	BEng, QS, Cons	www.careers.murrob.com clientservice@murrob.com Client Service 011 456 1144
Nkonki Closing date: 30 August 2013	Articles	BIS	www.nkonki.com employment@nkonki.com Thabile Themba 011 517 3000
Old Mutual Emerging Markets Closing date: 16 August 2013	Bursaries Internship Vac work	InfoSci, BEng: Electr with programming	www.oldmutual.co.za/gap gap@oldmutual.co.za Belinda Clatworthy 021 504 6900
Outotec (RSA)(Pty)Itd	Grad programme	BEng	www.outotec.com tumi.ramotsebe@outotec.com Tumi Ramotsebe 012 649 0100

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
OVC Work Study Travel	Travel	All	www.ovc.co.za pretoria@ovc.co.za or joburg@ovc.co.za Jessica or Willie 079 500 4122 or 011 888 1331
Platinum Group Ongoing recruitment	Permanent employment Vac Work	All	www.platinumcareers.co.za amelia@platinumgroup.co.za Amelia Wickenden 021 461 1207
Regiments Capital Closing date: 31 July 2013	Grad programme	BEng (business related)	www.regiments.co.za recruitment@regiments.co.za Elany Ncube 011 715 0300
Rio Tinto Management Services Closing date: 31 August 2013	Bursaries Grad programme	BEng	www.riotinto.com sagraduates@riotinto.com Khanyi Mkhize 011 459 1000
SA People Search	Contract Permanent	ᆫ	www.sapeoplesearch.co.za michele@sapeoplesearch.co.za Michele Claridge 011 039 1330
SNC-Lavalin Closing date: 31 April 2013	Bursaries Grad programme Learnership Vac work	BEng, BSc	www.sndavalin.com allison.paton@sndavalin.com Allison Paton 011 535 4900
South African Breweries Closing date: 31 August 2013	Bursaries Grad programme	BEng: Mech, Chem	www.sabcareers.co.za Rudhir.Ramasar@za.sabmiller.com Rudhir Ramasar 011 881 8178
South African Property Owners Association (SAPOA)	Bursaries	Est, Cons	www.sapoa.org.za hr-edication@sapoa.org.za Mafonti Morobi

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Standard Bank Closing date: 16 August 2013	Bursaries Internship	BEng, IT, Comp	www.standardbank.com/graduates Graduates@standardbank.co.za Susan Dube or Julie Hugo 011 636 9111
Stein Muller Bilfinger Africa	Grad programme Training	BEng, BSc QS	www.steinmuller.bilfinger.com graduate@steinmuller.bilfinger.com H Erasmus 011 806 3000
Student Grid Closing date: 2014	Full-time employment Internship Part-time work	All	www.StudentGrid.co info@seplatform.com Chris 072 485 4786
TEACH South Africa First deadline: 20 June 2013 Final deadline: 15 August 2013	Employment	BEng: Chem, BSc	www.teachsouthafrica.org apply@teachsouthafrica.org Shesnee Naidoo 082 383 6687
Unilever SA	Bursaries Internship Leadership programme	BEng, BIS, BSc	www.unilever.co.za/careers gradsza@unilever.com Azvir Rampursad 031 570 2000
UWP Consulting Closing date: 31 August 2013	Bursaries Employment Vac work	BEng: Cvl	www.uwp.co.za bashnih@uwp.co.za Bashni Harry 011 709 8420
Weir Minerals Africa	Bursaries Internship Vac work	BEng: Mech, Ind, Chem, Met	www.weirminerals.com m.mokoena @weirminerals.com Makato Mokoena 011 929 2618
3fifteen Technology Solutions Closing date: December 2013	Internship	IT-related degrees	www.3fifteen.co.za leraton@3fifteen.co.za Lerato Nathane 011 575 0110

Faculty of Health Sciences

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Curves Brooklyn	Employment	All health- and sports-related degrees	www.curvesafrica.com info@curvesbrooklyn.co.za Sandra Lunt 012 346 8128
MG Recruitment	Employment Internship	All	www.mgrecruitment.co.za info@mgrecruitment.co.za Ebert Grobler
Platinum Group Ongoing recruitment	Permanent employment Vac Work	All	www.platinumcareers.co.za amelia@platinumgroup.co.za Amelia Wickenden 021 461 1207
Student Grid Closing date: 2014	Employment Internship	All	www.StudentGrid.co info@seplatform.com Chris
TEACH South Africa First deadline: 20 June 2013 Final deadline: 15 Aug 2013	Employment	BSc	www.teachsouthafrica.org apply@teachsouthafrica.org Shesnee Naidoo 082 383 6687

Faculty of Humanities

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Accenture	Grad programme	BSocSci	www.accenture.co.za/careers
Closing date: 31 August 2013	Scholarships		recruiting.sa@accenture.com
i			Aliusiika oliigii
Aspen Pharmacare	Internships	ВА	Farai Msuku
			011 239 6354
Bain & Company	Grad programme	All	www.joinbain.com
	Internship		diana.mbanda@bain.com
			Diana Mbanda
			011 012 9100
CCUSA	Vac work (USA)	All	www.ccusa.co.za
Closing date: 1 September 2013			info@ccusa.co.za
			Jenni Van Kerkhof
			011 865 0537
Curves Brooklyn	Employment	All health- and sports-related	www.curvesafrica.com
		degrees	info@curvesbrooklyn.co.za
			Sandra Lunt
			012 346 8128
Edcon	Grad programme	BA (Hons) Arts, Design	www.edcon.co.za
Closing date: 1 September 2013			Aadila Sayedabdurrahaman
			011 495 1863
McKinsey & Company	Employment	All	www.mckinsey.com
Closing date: 1 September 2013	Internship		campus-recruiting@mckinsey.com
			Chantal Whiteley
			011 506 8000
MG Recruitment	Employment	All degrees	www.mgrecruitment.co.za
	Internship		info@mgrecruitment.co.za
			Ebert Grobler

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Old Mutual Emerging Markets Closing date: 16 August 2013	Bursaries Internship Vac work	BSocSci (Industrial Sociology and Labour Studies)	www.oldmutual.co.za/gap gap@oldmutual.co.za Belinda Clatworthy 021 504 6900
OVC Work Study Travel	Travel	All	www.ovc.co.za pretoria@ovc.co.za or joburg@ovc.co.za Jessica or Willie 079 500 4122 or 011 888 1331
Platinum Group Ongoing recruitment	Permanent employment Vac Work	All	www.platinumcareers.co.za amelia@platinumgroup.co.za Amelia Wickenden 021 461 1207
Small Enterprise Foundation Closing date: 31 August 2013	Grad Programme	BSocSci	www.sef.co.za kgabo.lelahane @sef.co.za Kgabo Lelahane 015 307 1664
South African Property Owners Association (SAPOA)	Bursaries	пгв	www.sapoa.org.za hr-edication@sapoa.org.za Mafonti Morobi
Student Grid Closing date: 2014	Employment Internship Part-time work	All	www.StudentGrid.co info@seplatform.com Chris 072 485 4786
TEACH South Africa First deadline: 20 June 2013 Final deadline: 15 Aug 2013	Employment	ВА	www.teachsouthafrica.org apply @teachsouthafrica.org Shesnee Naidoo 082 383 6687
Unilever SA	Bursaries Internship Leadership programme	BSocSci	www.unilever.co.za/careers gradsza@unilever.com Azvir Rampursad 031 570 2000

Faculty of Law

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Bain & Company	Grad programme	All	www.joinbain.com
	Internship		diana.mbanda@bain.com
			Diana Mbanda
			011 012 9100
CCUSA	Vac work (USA)	All	www.ccusa.co.za
Closing date: 1 September			info@ccusa.co.za
			Jenni Van Kerkhof
			011 865 0537
Deloitte	Grad programme	LLB	www.deloitte.com/za
Closing date: 31 July 2013	Vac school		nkoller@deloitte.co.za
	Vac work		Nicki Koller
			011 209 6102
ENS	Bursaries	LLB	http://www.ens.co.za/
	Internship		info@ens.co.za
	Vac work		Tumi Lekate
			011 269 7600
Fasken Martineau	Bursaries	LLB	www.fasken.com
	Internship		braffray@fasken.com
	Vac work		Ben Raffray
			011 586 6000
First National Bank	Bursaries	LLB	www.fnb.co.za/graduate-programme
Closing date: 31 August 2013	Internship		graduaterecruitment@fnb.co.za
	Vac work		Neleshnee Reddy
			087 736 1250
KPMG	Bursaries	LLB	www.joinkpmg.co.za
	Contracts		cecile.stroh@kpmg.co.za
	Internship		Riette Ormond or Cecile Stroh
	Vac work		082 718 8429 or 082 719 6428

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
McKinsey & Company	Employment	All	www.mckinsey.com
Closing date: 1 September 2013	Internship		campus-recruiting@mckinsey.com
			Chantal Whiteley
			011 506 8000
MG Recruitment	Employment	All degrees	www.mgrecruitment.co.za
	Internship		info@mgrecruitment.co.za
			Ebert Grobler
Norton Rose	Articles for 2015	LLB (undergraduate or undergrad-	www.nortonrose.com/za/apply
	Bursaries	uate degree): BSc, BCom, BA,	
	Vac work	followed by postgraduate LLB	
Old Mutual Emerging Markets	Bursaries	LLB	www.oldmutual.co.za/gap
Closing date: 16 August 2013	Internship		gap@oldmutual.co.za
	Vac work		Belinda Clatworthy
			021 504 6900
OVC Work Study Travel	Travel	All	www.ovc.co.za
			pretoria@ovc.co.za, joburg@ovc.co.za
			Jessica or Willie
			079 500 4122 or 011 888 1331
Platinum Group	Permanent employment	All	www.platinumcareers.co.za
Ongoing recruitment	Vac Work		amelia@platinumgroup.co.za
			Amelia Wickenden
			021 461 1207
PricewaterhouseCoopers	Bursaries	ГГВ	www.pwc.com/za/careers
Closing date: 31 July 2013	Contracts		paula.x.vorster@za.pwc.com
	Vac work		Paula Vorster
			012 429 0117
Routledge Modise	Articles (2015)	ГГВ	www.rmlaw.co.za
Closing date: 21 October 2013	Vac work		professionalstaff@rmlaw.co.za
			Arshad Sheik
			011 523 6157

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Sanlam Life Insurance Limited	Contract	LLB	www.sanlam.co.za/graduates
Closing date: 29 August 2013	Employment		
	Grad programme		
South African Property Owners As-	Bursaries	LLB	www.sapoa.org.za
sociation (SAPOA)			hr-edication@sapoa.org.za
			Mafonti Morobi
Spoor & Fisher	Internship	LLB	www.spoor.com
Closing date: August 2013	Vac work		s.scott@spoor.com
			Sue Scott
			012 676 1187
Student Grid	Internship	All	www.StudentGrid.co
Closing date: 2014	Employment		info@seplatform.com
	Part-time work		Chris
			072 485 4786

Faculty of Natural and Agricultural Sciences

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Accenture Closing date: 31 August 2013	Grad programme Scholarships	Science	www.accenture.co.za/careers recruiting.sa@accenture.com Anushka Singh
Alitech (Pty) Ltd Closing date: 13 November	Grad programme	BSc AnimSci, MSc Agric	www.alltech.com scorbett@alltech.com Saskia Corbett
			021 865 2669
Aspen Pharmacare	Internship	BSc	Farai Msuku 011 239 6354
Bain & Company	Grad programme Internship	All	www.joinbain.com diana.mbanda@bain.com
			Diana Mbanda 011 012 9100

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
BHP Billiton Energy Coal SA Closing date: 31 May	Bursaries	095	www.bhpbilliton.com Elaine.oreilly@bhpbilliton.com Elaine O'Reilly
Blue Cube Systems (Pty) Ltd	Vac work	Math	www.bluecubesystems.com info@bluecubesystems.com Helani Schreuder 021 880 1036
Burlington Strategy Advisors Closing date: 31 July 2013	Grad programme	AccSci	www.burlingtonconsultants.co.za recruitment@burlingtonconsultants.co.za. Elany Ncube 011 715 0300
CCUSA Closing date: 1 September	Vac work (USA)	All	www.ccusa.co.za info@ccusa.co.za Jenni Van Kerkhof 011 865 0537
Curves Brooklyn	Employment (part time and full time)	All health- and sports-related degrees	www.curvesafrica.com info@curvesbrooklyn.co.za Sandra Lunt 012 346 8128
Deloitte Closing date: 31 July 2013	Grad programme Vac school Vac work	AccSci, BSc	www.deloitte.com/za nkoller@deloitte.co.za Nicki Koller 011 209 6102
Ernest & Young	Bursaries Contracts Internship Vac work	AocSci, Stats	www.ey.com/za/careers angela.siane@za.ey.com karen.mudaly@za.ey.com Angela Siane or Karen Mudaly 011 772 3000
First National Bank Closing date: 31 August 2013	Bursaries Internship Vac work	AccSci, Stats	www.fnb.co.za/graduate-programme graduaterecruitment@fnb.co.za Neleshnee Reddy 087 736 1250

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
KPMG	Bursaries Contracts	BSc	www.joinkpmg.co.za cecile.stroh@kpmg.co.za
	Internship Vac work		Riette Ormond or Cecile Stroh 082 718 8429 or 082 719 6428
Master Maths Moreleta Park	Part-time work	BSc (any degree with Science and www.mastermaths.co.za Maths as subjects) m2glenstantia@gmail.co	www.mastermaths.co.za m2glenstantia@gmail.com Helen Kriek
McKinsey & Company Closing date: 1 September 2013	Employment Internship	All	www.mckinsey.com campus-recruting@mckinsey.com Chantal Whiteley 011 506 8000
MG Recruitment	Employment Internship	All degrees	www.mgrecruitment.co.za info@mgrecruitment.co.za Ebert Grobler
Norton Rose	Articles (2015) Bursaries Vac work	LLB (undergraduate) or BSc, BCom, BA followed by postgraduate LLB	www.nortonrose.com/za/apply
Old Mutual Emerging Markets Closing date: 16 August 2013	Bursaries Internship Vac work	Math, Stats	www.oldmutual.co.za/gap gap@oldmutual.co.za Belinda Clatworthy 021 504 6900
OVC Work Study Travel	Travel	All	www.ovc.co.za pretoria@ovc.co.za or joburg@ovc.co.za Jessica or Willie 079 500 4122 or 011 888 1331
Platinum Group Ongoing recruitment	Permanent employment Vac Work	All	www.platinumcareers.co.za amelia@platinumgroup.co.za Amelia Wickenden 021 461 1207
Regiments Capital Closing date: 31 July 2013	Grad programme	AccSci	www.regiments.co.za recruitment@regiments.co.za Elany Ncube 011 715 0300

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COMPANT	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Rio Tinto Management Services	Bursaries	BSc	www.riotinto.com
Closing date: 31 August 2013	Grad programme		sagraduates@riotinto.com
			Khanyi Mkhize
			011 459 1000
Small Enterprise Foundation	Grad programme	Stats	www.sef.co.za
Closing date: 31 August 2013			kgabo.lelahane@sef.co.za
			Kgabo Lelahane
			015 307 1664
Spoor & Fisher	Internship	BSc	www.spoor.com
Closing date: August 2013	Vac work		s.scott@spoor.com
			Sue Scott
			012 676 1187
Standard Bank	Bursaries	AccSci, Forensics, Stats, Math	www.standardbank.com/graduates
Closing date: 16 August 2013	Internship		Graduates@standardbank.co.za
			Susan Dube or Julie Hugo
			011 636 9111
Student Grid	Employment	All	www.StudentGrid.co
Closing date: 2014	Internship		info@seplatform.com
	Part-time work		Chris
			072 485 4786
TEACH South Africa	Employment	Math, Chem	www.teachsouthafrica.org
First deadline: 20 June 2013			apply@teachsouthafrica.org
Final deadline: 15 August 2013			Shesnee Naidoo
			082 383 6687
Unilever SA	Bursaries	BSc	www.unilever.co.za/careers
	Internship		gradsza@unilever.com
	Leadership programme		Azvir Rampursad
			031 570 2000

Faculty of Theology

COMPANY OPPORTUNITIES	Dup Permanent employment	ruitment Vac Work			rid Employment	te: 2014 Internship	Part-time work	
TES DEGREES WE CONSIDER	t All				All			
CONTACT	www.platinumcareers.co.za	amelia@platinumgroup.co.za	Amelia Wickenden	021 461 1207	www.StudentGrid.co	info@seplatform.com	Chris	072 485 4786

Faculty of Veterinary Science

COMPANY	OPPORTUNITIES	DEGREES WE CONSIDER	CONTACT
Platinum Group	Permanent employment	All	www.platinumcareers.co.za
Ongoing recruitment	Vac Work		amelia@platinumgroup.co.za
			Amelia Wickenden
			021 461 1207
Student Grid	Employment	All	www.StudentGrid.co
Closing date: 2014	Internship		info@seplatform.com
	Part-time work		Chris
			072 485 4786

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2007

so well!

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I received my big break as a Wrote CTA, but Trainee Auditor, Yes, the it didn't go **Auditor-General's Trainee Auditor** Programme is one of the most innovative in South Africa today, offering generous merit-based undergraduate (and postgraduate) bursaries covering university fees, accommodation, res meals and book allowances. With the AGSA, you can be articled to achieve your CA(SA) or RGA or even CISA qualification.

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Nokukhanya Booi, Assistant Manager

2008

Articles with a private firm

2009

I didn't give up, and passed my

2011

2011 Appointed Assistant Manager

passed Part 1 of my Board Fxam

2011

I knew the AGSA was for me, and joined their Pretoria Office

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