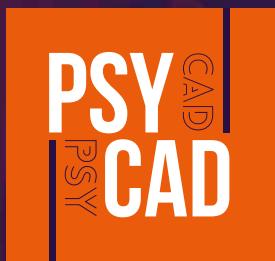




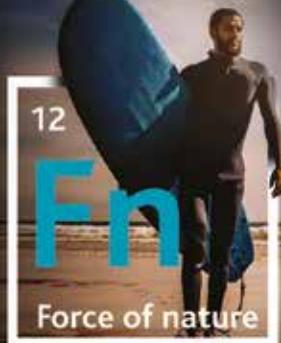
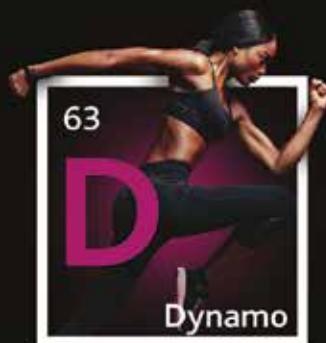
CAREER SERVICES

Recruitment Guide 2019/20

Centre for Psychological Services and
Career Development (PsyCaD)



www.uj.ac.za/psycad



We are not solely scientific when it comes to hiring.
Because we believe in human chemistry.
And action.

So if you think you have the DNA to get us excited,
react now.

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Activate your legal career with us.

> Keep us close

The Corporate & Commercial Law Firm

werksmans.com/graduates

A member of the LEX Africa Alliance

A Warm Welcome from the Career Services Team

It is our pleasure to extend a cheerful welcome to you, the UJ Community and our external stakeholders. To say we are thrilled to release the latest Career Services Recruitment Guide is an understatement.

We live in an incredibly exciting time and witnessing how the traditional concept of the workplace is evolving. With increasing conversations around

incorporating technology into the work environment, we begin to see the need for a different kind of graduate; an emotionally intelligent graduate who is resourceful and embraces innovation.

As a dynamic and creative team we strive to provide a holistic service that is aligned to the latest trends in the world of work and address the needs of a new generation of aspiring graduates.

MEET THE TEAM



From left to right: **Juliet Joseph-Solomons:** Team Leader Career Services & Shared Services, **Stacey Fong:** Counselling Psychologist, **Nokuthula Nkosi:** Administrative Assistant, **Liesl Scheepers:** Recruitment Programme Coordinator, **Raeesa Mayet:** Psychometrist, **Melinda Tonono:** Educational Psychologist, **Winnie Makhwanya:** Registered Counsellor, **Lucy Chirwa:** Counselling Psychologist, **Cynthia Pottier:** Educational Psychologist

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BE MORE THAN JUST A NUMBER

DARE TO BE **EXCEPTIONAL**

Apply to the 2020 Monocle Graduate Programme.

Monocle is an industry leading financial consulting firm specialising in banking and insurance.

Through our bespoke consultancy service, we work with the leading banks and large financial institutions, in South Africa and beyond, to transform the way these institutions do business by implementing innovative and results-driven solutions.

If you have a passion for finance and data, an Honours or Masters degree, and think you have what it takes to join a team of your most ambitious and driven peers, we want to hear from you.

Join our Graduate intake for January 2020.
Visit www.monocle.co.za for more information.

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[linkedin.com/monocle-solutions](https://www.linkedin.com/company/monocle-solutions/)



[facebook.com/MonocleSolutions](https://www.facebook.com/MonocleSolutions)



@monocle_ig

consult. design. deliver.

Career Fairs 2019

LAW CAREER FAIR

We would like to thank all the Law Companies who participated in the Law Career Fair on 7 May 2019.

AUCKLAND PARK KINGSWAY CAMPUS: 7 MAY 2019

-
- Baker McKenzie
 - BBM
 - Bowmans
 - Cliffe Dekker Hofmeyr
 - Clyde & Co
 - ENSAfrica
 - Eversheds Sutherland
 - Fasken
 - Hogan Lovells
 - Legal Aid SA
 - Law Society of SA
 - MacRobert
 - Malan Scholes
 - Norton Rose Fulbright
 - Phatshoane Henney
 - Tonkin Clacey
 - Werksmans

COMMERCE CAREER FAIR

We would like to thank all the Companies who participated in the Commerce Career Fair on 9 May 2019.

AUCKLAND PARK KINGSWAY CAMPUS: 9 MAY 2019

-
- Auditor General
 - BDO
 - British American Tobacco
 - Business Partners
 - CAMAF
 - City of Johannesburg
 - Deloitte
 - EY
 - Khumalo and Mabuya Chartered Accountants
 - KPMG
 - National Treasury
 - Nedbank
 - Ngubane & Co
 - One Capital
 - Osiris Trading
 - PKF Octagon
 - PwC
 - Rand Water
 - RSM SA
 - SAICA
 - SAIGA
 - SAIPA
 - SNG Grant Thornton
 - Standard Bank
 - Tuffias Sandberg
 - Verdant Capital



UPCOMING GENERAL CAREER FAIR

AUCKLAND PARK KINGSWAY CAMPUS: 19 – 21 AUGUST 2019

The following companies will be participating in the General Career Fair. The final programme will be available during the first week of August 2019.

- Air Products South Africa
- Amazon Web Services
- BDO South Africa Inc
- BP
- Bryte Insurance
- CaseWare Africa, A Division of Adapt IT
- CFA Society
- Cosmopolitan Projects Central Development
- Cultural Care Au Pair
- Dariel Software Development
- Deloitte
- Distell
- DOTMODUS
- Entelect Software
- EY
- First National Bank
- IQbusiness
- K2 Workflow
- KPMG
- Mars Multisales Africa
- Monocle Solutions
- Motus Corporation
- Nedbank
- PwC
- PSG
- Public Investment Corporation
- RMA (Rand Mutual Assurance)
- RCL Foods
- Rheinmetall Denel Munition
- RSM South Africa
- SANBI
- South African National Space Agency
- Spec-Savers
- SynergERP
- The Royal Swaziland Sugar Corporation
- Torrecid South Africa
- Truworths
- Viacom International Media Networks Africa
- Volkswagen Group

UPCOMING COMPANY PRESENTATIONS

The following company presentations will be held at the Auckland Park Kingsway Campus.

COMPANY	DATE	TIME	VENUE
Monocle Solutions	13 August 2019	13:00 – 13:45	B Les 104
Isisekelo Corporate Investment Group	14 August 2019	13:50 – 14:35	B Les 104
Deloitte	20 August 2019	12:10 – 12:55	B Les 104
Cultural Care Au Pair	29 August 2019	13:00 – 13:45	B Les 103
Cisco Systems	1 October 2019	13:00 – 13:45	B Les 104

Upcoming Industry Talk

COMPANY	DATE	TIME	VENUE
Cisco Systems	14 August 2019	10:00 – 15:00	APK Library 6th Floor Chinua Achebe Auditorium



General Career Fair 2019

19, 20 & 21 August 2019

09:00 – 15:00 | APK Foyer

**Update your CV! Visit PsyCaD Career Services on campus.
Transport: Free UJ Buses from all campuses.**

Enter the Career Fair Competition from 19 – 21 August at the APK Foyer!
Competition draw: Wednesday, 21 August 2019, APK Foyer @ 12:00. Be There!



psycadinfo@uj.ac.za



www.uj.ac.za/PsyCaD



@PsyCaDCareerServices



@UJCareerService



uj_career_services

PSYCAD
CAREER
SERVICES





Preparing for the Career Fair

The focus of career fairs should not be about getting free samples (even though we are totally here for the #FreeGoodies) but be used as an opportunity to learn about companies in your field, network and figure out your career path. So, what should you do to prepare for the career fairs? Here are a five quick tips:

1: RESEARCH COMPANIES

Start by finding out which companies will be at the Career Fair. Once you have identified which companies catch your interest, start doing your homework by researching a company's values, mission, services, size, structure, image, and reputation.

2: CREATE/UPDATE CV

Your CV is a reflection of who you are, so ensure that you create one that gives you an opportunity to be called in for an interview. **Follow the 5 C's of CV writing, that is, ensure that your CV is:**

1. **Clear**
2. **Concise**
3. **Current**
4. **Consistent**
5. **Complete**

3: DRESS THE PART

Career Fairs can turn into informal interviews and you definitely want to make a good first impression and this starts with what you are wearing. Business casual would probably be your best dress option for a career fair (you are still a student after all). So prepare a clean shirt, well fitted pants/skirt/dress and a blazer/waistcoat/cardigan. Show a bit of personality through accessories but do not overdo it.

4: PREPARE QUESTIONS

Preparation of questions shows recruiters that you have done your homework on the company (back to point no. 1) and that you have been thinking about your career development beyond just obtaining your certificate.

5: LAST IMPRESSIONS COUNT

Think about what will make you memorable: will it be the type of questions that you asked, your personality, your skills, personal and career goals? Remember that last impressions are just as important as first impressions so make yours count!

Remember to visit our career consultants on any of our four campuses for more tips and advice on career fair preparations!

Article Written By: Ms. Lucy Chirwa, PsyCaD Career Services: Counselling Psychologist



SmartSkills[®] 21

21st Century Skills for Success



Create

Understand

Decide

Initiate

Project Me	People Advantage	Personal Branding	Job Ready
<u>The Foundations</u>	<u>People Skills For Success</u>	<u>Personal, Job & Career Plans</u>	<u>Shift To Career Success</u>
1. Know Self With the 4D-I 2. Grow Self & Build Skills 3. Think & Solve Problems 4. Increase Personal Spirit 5. Shift Thinking to Adapt	1. Listen Effectively 2. Give and Receive Feedback 3. Ask Smart Questions 4. Speak, Interact and Present 5. Work with Others in Teams	1. Raise Resilience & Positivity 2. Find Different Career Paths 3. Set Goals 4. Build Portfolio & Resume 5. Network to Find Work	1. Dress for Success 2. Understand Work Realities 3. Succeed in an Interview 4. Manage Conflict 5. Connect Socially at Work

The LEAP Skills Building Framework

L — E — A — P

Learn Experience Apply Practice

Smart How To + Need To Know



Experience



Apply @ Work Assess



Practice Skills

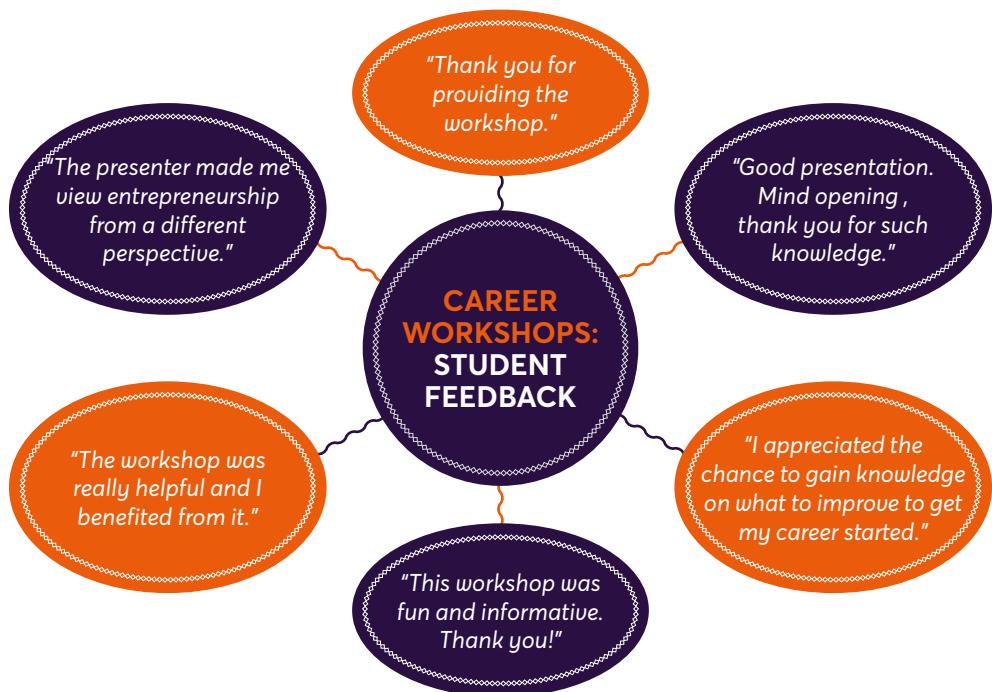




WORK READINESS PROGRAMME: FEEDBACK FROM STUDENTS

The importance of being ready for the job force cannot be emphasized enough. Many young professionals find themselves being knowledgeable about their work's content but struggle in adjusting to the world of work. The Career Services Unit at PsyCaD aims to continually ensure that students are prepared for the world of work as best as possible. Workshops that are offered by the Careers Services Team include information on CV Writing, Interview Skills, Entrepreneurship and Business Etiquette.

Below is some feedback from students who have attended some of these workshops:



PsyCaD Career Services

SERVICES TO STUDENTS

- ✓ Walk-In Services
- ✓ Career Guidance
- ✓ Career Assessments
- ✓ Job Search Strategies
- ✓ CV Writing
- ✓ Cover Letter Writing
- ✓ Interview Skills
- ✓ Work Readiness Workshops
- ✓ Recruitment Programme
 - Career Fairs
 - Company Presentations
 - Recruitment Guide

Keep up to date with the latest on bursary, internship and graduate programme opportunities.

Join us on the YourCareer Job Portal

Follow us on:

 PsyCaDCareerServices  @PsyCaD  uj_career_services

APB Impala Court | **APK** C-Ring 1 | **DFC** House 2, Louisa Street
SWC Adelaide Tambo Building (Academic Block)





START YOUR CAREER JOURNEY at PsyCaD's Career Resource Centre

Join us in a dynamic environment that offers you a space to fully engage in career related activities and develop your professional identity. We have a wide range of print material as well as digital resources to guide you on your career journey.

INTERVIEW CUBICLES

Onsite interview cubicles available for employers to meet UJ students face-to-face.

A state of the art online interviewing facility has been introduced to meet the growing need for online engagements.



EMPLOYER WALL

A massive shout out to our top 15 companies who have continually supported the Recruitment Programme and meaningfully contributed to the lives of UJ students.

PRESENTATION ROOM

This cozy yet professional presentation room is a service offered to academics and employers to host presentations catered to small groups.



8 COVER LETTER WRITING TIPS



Tell your Story & Explain How
you can help company

1



Show skills that can be
beneficial to company



Don't Show the same things
that are there in the CV

3



Mention achievements
appropriately



Write in business (formal)
language

5



Keep it error free



Make it easy to read

7



Keep it short



COVER LETTER EXAMPLE

MR BONGANI SMITH

LinkedIn URL: <https://za.linkedin.com/in/example-125697415>

Phone:

081 123 4567

Email:

b.smith@email.com

Address:

Street Name, Suburb, City

Mrs Thandi Mlumbi
Human Resource Manager
Name of Company
Street Name
Suburb
Postal Code

25 May 2019

Dear Mrs Mlumbi,

Application for Graduate Programme at [Name of Company]

I am writing with great enthusiasm in response to your advertisement for the Computer Science internship advertised at the General Career Fair at the University of Johannesburg (UJ) on 19 August 2019. I am currently a final year student majoring in a Bachelor of Science (BSc) in Computer Science and Informatics. After engaging with a representative from your company and visiting your website I look forward to applying my academic knowledge and gaining valuable industry skills in [company name].

I am a keen learner and have a fervent interest in the Africa Technology and Programming areas of the graduate programme. I am captivated and inspired by the way in which [company name] is contributing to structural changes in education through addressing knowledge gaps and providing opportunities to increase the employability prospects of young people. I am passionate about being part of a company that seeks to enhance our society through providing digital platforms for youth development.

My experience as a volunteer and receiving a team nomination for best project presented at the Academy of Computer Science and Software Engineering projects day (UJ) have taught me the importance of working well with others and how to work under instruction. The abovementioned strengths combined with my role as captain of the Brixton basketball team and group project leader have given me confidence in my leadership ability and the potential to thrive in the [company name] environment. I gained valuable practical and technical skills through a learnership completed in 2015 and job shadowing an IT technician. As an emerging graduate I believe I can use these skills to contribute to the Information Technology space in serving your clients. Furthermore, my administrative and organisational skills developed as a student assistant at the Faculty of Science (UJ) indicates that I can work efficiently on multiple day-to-day tasks.

My motivation to acquire and share knowledge in innovative ways fits well with the company culture of growing young minds. I believe that this passion can be extended to my career in the computer science environment where challenges are met with problem solving skills and an open mind to learning.

My academic qualifications, achievements and skills combined with my enthusiasm to learn stand me in good stead to excel as a graduate trainee at [company name]. I would appreciate your consideration of my credentials presented in my attached curriculum vitae and look forward to the opportunity to meet with you.

Sincerely,
Mr Bongani Smith

HOW TO TAILOR YOUR CV FOR THE JOB YOU WANT

HAVE YOU CREATED A MASTER TEMPLATE OF YOUR CV?



Have you found a job advertisement?



Highlight the key headings, requirements, skills, and duties related to the position.

Visit the nearest **Career Resource Centre** on your campus:

- ✓ Collect a Recruitment Guide.
- ✓ Watch the CV Writing Skills Video.
- ✓ Book an appointment with a consultant.

Now that you have master template...

Start your **job search** using credible sources:

- ✓ Newspapers
- ✓ YourCareer Job Portal (uLink)
- ✓ Pnet
- ✓ Indeed
- ✓ LinkedIn
- ✓ Careers24
- ✓ CareerJet
- ✓ Career Junction

Modify your CV content to match the **highlighted** sections of the job advertisement.

Save your CV as a pdf.

Apply for the job you want.



Do you have an idea with the power to shape human destiny?



At FNB you'll be introduced to opportunities to push yourself beyond your degree. You'll get to work in a unique culture that is open to cutting edge thinking and collaboration, using the latest technology and analytics. As Africa's Most Valuable Banking Brand*, we believe in creating a work experience that is anything but ordinary. If you are inspired to build a future of innovative solutions, apply to the FNB Graduate programme, applications close **8 August 2019.**

*Brand Finance® Africa 2019



**Join
The FNB Future League.**
If you're endlessly curious and want to contribute to a better world, then you're just the kind of talent we're looking for. Enter the World Future Challenge and win a trip to the global Innov8ers Summit, or apply for the **FNB Future League week, 8 -12 July 2019** and immerse yourself in the world of FNB.



**Submit your application
before 17th June 2019.**

DO'S AND DON'TS OF CV WRITING



DO Keep it concise with no more than two sides

DO Steer clear of unnecessary information such as gender, age and religion

DO Begin sentences with verbs, rather than writing in the first person

DO Outline your career history, starting with the most recent first, clarifying any gaps

DO Bullet point your achievements and responsibilities, providing more information for your more recent roles

DO List your education and qualifications, starting with the most recent first

DO Include your IT skills, relevant training and spoken languages

DO Ensure any outlined hobbies and interests are brief

DO Check it for errors and ask someone else to check it also

DON'T However tempting, don't make your CV too long – your CV needs to reflect all of your selling points, nothing else

DON'T Include a photograph of yourself on your CV unless necessary – the vast majority of professional jobs go to the person with the best looking CV, not the photograph

DON'T Use clichés. Everyone likes to say they're a team player with great communication skills who can work under pressure. Instead, use your experience to demonstrate how you can do those things

DON'T Lie or embellish the truth on your CV – things are easily checked and a small untruth could blow your chance of success

DON'T List every process or package you've ever worked with, trained on, heard of or read on the job specification

DON'T Use tables and graphics such as ClipArt – they can look untidy and unsightly

DON'T Use inappropriate e-mail addresses or Twitter names that look unprofessional

DON'T Be tempted to shrink the font or reduce the margins to get more information in

DON'T Include pages of obscure testimonials, references, newspaper cuttings and brochures

DON'T Submit it using your personal jonnywonnywoo@hotmail.com e-mail address

Sourced from: <https://www.corecomconsulting.co.uk/career-centre/cv-advice/dos-and-donts-of-cv-writing/>

CV WRITING CHECK LIST

CV section	Comments	Yes / No
1. Career Objective:	1A. Relevant to industry / job description 1B. Concise <i>Additional comments:</i>	
2. Personal information:	2A. Sufficient / relevant personal details 2B. Irrelevant information removed (i.e. marital status, religion etc.) <i>Additional comments:</i>	
3. Achievements: <i>Indication of transferable skills</i>	3A. Relevant to industry / job description 3B. Listed in reverse chronological order 3C. Personal achievements relevant to the job description 3D. Academic achievements 3E. Positions of leadership 3F. Personal Achievements <i>Additional comments:</i>	
4. Key Skills:	4A. Relevant to industry / job description <i>List the transferable skills you have acquired over the last 5 years</i> 4B. MS Word, Microsoft, Powerpoint, <i>List any other Microsoft programmes you have experience in</i> 4C. Relevant computer programs (i.e.Pastel, C++, Atlas, SPSS etc.) <i>Additional comments:</i>	
5. Education:	5A. Meets the requirement of job description 5B. Reverse chronological order 5C. Additional training received <i>Additional comments:</i>	
6. Experience and activities: <i>Includes volunteer experience, job shadowing, etc.</i>	6A. Provision of experience and activities showcasing relevant transferable skills as per requirements of the industry / job description 6B. Succinct descriptions of duties and responsibilities <i>Additional comments:</i>	
7. Interests:	7A. Provide interests that you engage in regularly 7B. Relevant to job description <i>Additional comments:</i>	

FULL-LENGTH CV EXAMPLE

MR BONGANI SMITH

LinkedIn URL: <https://za.linkedin.com/in/example-125697415>

Phone: 081 123 4567
Email: b.smith@email.com
Address: Street Name, Suburb, City

I am an enthusiastic and self-motivated final year student seeking to broaden my computer science knowledge and gain practical experience in the [position applying for]. I aspire to develop my skills as a programmer and become proficient within the field and contribute to [name of company and company vision/values].

PERSONAL DETAILS:

Nationality: South African
Date of birth: 12 December 2000
Driver's license: Code 8 (own transport)
Languages: English, isiXhosa (read, write, speak)
Afrikaans (basic understanding)

EDUCATION:

Institution:	University of Johannesburg	(2017 – present)
Qualification:	BSc Computer Science and Informatics	
Majors:	Computer Science and Informatics	
School:	Name of High School	(2015)
Qualification:	National Senior Certificate (NSC)	
Subjects:	English (home language); isiXhosa (first additional language); Life Orientation; Mathematics; Life Science; Physical Science	

EXPERIENCE AND COMMUNITY ENGAGEMENT:

Institution:	Faculty of Science, University of Johannesburg	(2018)
Position:	Student Assistant	
Description:	Addressing student queries and making referrals to relevant departments, administrative functions, documenting and submission of quarterly meeting minutes.	
Organisation:	Organisation Name	(2016 – present)
Position:	Volunteer	
Description:	Provision of basic computer hardware training and MS Word and PowerPoint training for children at the foundation over the weekends.	
Company:	Company Name	(11 – 15 July 2016)
Position:	Job Shadowing	
Description:	Shadowed an IT Technician to learn more about the industry	
Company:	Company Name	(2015)
Position:	Learnership Candidate (Learnership for IT and Project Management)	
Description:	Focus areas: Customer relations and documentation skills. Enhancement of written and verbal communication skills. Introduction and training in C#, .NET Framework and SQL Server. Microsoft exams completed.	

FULL-LENGTH CV EXAMPLE

MR BONGANI SMITH

LinkedIn URL: <https://za.linkedin.com/in/example-125697415>

Phone: 081 123 4567
Email: b.smith@email.com
Address: Street Name, Suburb, City

ACHIEVEMENTS:

- Group Leader: How to improve technical support in the workplace, 81%, University of Johannesburg (2019)
- Completed Old Mutual Two Oceans half marathon within the cut-off time (2019)
- Volunteer Champion, Community engagement, University of Johannesburg (2018)
- Team nomination for best project presented at Academy of Computer Science and Software Engineering projects day, University of Johannesburg (2018)
- Team Captain: Brixton Basketball Team (2017-present)
- Awarded University of Johannesburg Merit Bursary (2017)
- Top achiever: Mathematics, name of High School (2015)

SKILLS:

- Good conceptual, analytical and logical skills
- Problem-solving and critical thinking skills
- Interpersonal skills: individual and team-oriented
- MS Word, Excel, PowerPoint and Access
- Experience with JAVA, C#, .NET Framework and SQL Server languages

REFERENCES:

Name and Surname: Dr Cindy Hart
Position: Faculty Officer (Faculty of Science) and Community Engagement Officer: University of Johannesburg
Contact details: +27 00 123 4567 / example@ui.ac.za
Availability: Please send an email

Name and Surname: Mrs Mahlodi Mabasa
Position: Coordinator: Organisation name
Contact details: +27 00 123 4567 / example@email.co.za
Availability: Monday – Thursday, 08:00 – 10:00

Name and Surname: Mr Grant Colon
Position: IT Technician: Company name
Contact details: +27 11 123 4567 / example@email.co.za
Availability: Monday – Friday, 08:00 – 17:00

Name and Surname: Mr Sibaya Ndhlovu
Position: Learnership coordinator: Name of Company
Contact details: +27 12 123 456 / example@sixsense.co.za
Availability: Please send email

DECLARATION:

I declare that the above information is correct. You are welcome to contact me for any further information.

Signature

Date



The South African Talent Survey 2019



Annually Universum together with the Career Services Department sends you a link to the **Universum South African Talent Survey**, a survey which examines the career preferences and expectations of students in South Africa. Thank you for participating and sharing your expectations and experience with us. Here are some highlights of what came out from UJ students.

The UJ respondents



283,312 ZAR

Average annual expected salary.



Investec, Deloitte, Eskom, Sasol and Transnet were UJ students' Most Attractive Employers of 2019.

What are UJ Students' strongest soft skills ...



1. Problem-solving
2. Responsibility
3. Positive attitude



Which soft skills would they like to improve the most ...



1. Time management
2. Communication
3. Team work

What UJ students look for from their university ...



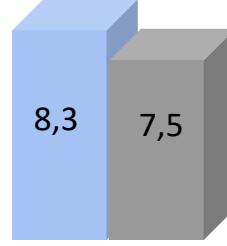
1. Strong student support (e.g. tutors, advisors, etc.)
2. High rank within its field
3. Secure campus environment

What they look for from employers ...



1. Leadership opportunities
2. Ethical standards
3. Professional training and development

UJ Students Satisfaction with Career Services



UJ Students All Students

SUMMARISED CV EXAMPLE

Street Name, Suburb, City
083 123 1234 | example@mail.com
Driver's License: Code 8 {own Transport URL}
[LinkedIn Profile URL](#)

MISS TSHEPISO SMITH (I.D. 1234567890123)

CAREER OBJECTIVE	As a final year student I aim to apply my academic knowledge and gain practical experience as an/a [position applying for: intern, graduate recruit or vacation work candidate] at [company name]. My hopes are to [career path and eventual career goal]. I believe I can grow and contribute to [company name]'s goal of providing [company objective].	
ACHIEVEMENTS	Community Engagement Champion, University of Johannesburg (UJ) Member of Golden Key Society, top 15% academic achiever Project Leader: Positive Psychology Interventions Project (75%), UJ	(2017-present) (2016-2019) (2016)
SKILLS	<ul style="list-style-type: none">Organisational skills: attention to detail and time managementCommunication skills: English and isiXhosa (read, write and speak)Ability to work with diverse culturesAble to work under instruction and team-oriented.MS Word, Excel, Powerpoint and Access.	
EXPERIENCE AND ACTIVITIES	RESIDENCE ACADEMIC ADVISOR (RAA) , Karibu-Jamii Ladies Residence, UJ Description: as part of a team, we packed food parcels and distributed these to orphangeans and to individuals without homes.	(2019)
	CAREER AMBASSADOR , Centre for Psychological Services and Career Development, UJ Description: Student engagement, administrative tasks, and marketing initiatives.	(2018)
	SUNDAY SCHOOL TEACHER and MEMBER , Name of Organisation Description: Lesson planning, introducing creative learning methods and classroom management.	(2014-CURRENT)
EDUCATION	QUALIFICATION: (BA) PSYCHOLOGY Institution: University of Johannesburg	(2019)
	QUALIFICATION: NATIONAL SENIOR CERTIFICATE (NSC) School: Name of High School	(2015)
INTERESTS	Reading: motivational, autobiographies and self-help books. Sport: Netball and running.	
REFERENCES	DR ELIZABETH MAKWENA (Community Engagement Coordinator, University of Johannesburg) smakwena@example.co.za / (011) 123 1234 Availability: Monday – Wednesday, 09:00 – 12:00	
	MR HARRY SMITH (Peer Buddies coordinator, University of Johannesburg) hsmith@example.co.za / (011) 000 1234 Availability: Please send an email	
	MS HENRIETTA STONE (Pastor, Name of Organisation) Henriettas@example.co.za / (011) 567 1234 Availability: Monday – Friday, 16:00 – 19:00	



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CV Writing for an Academic Position

Have you ever thought about working within the academic space and what that would entail? Well, like most jobs outside of academia, networking will play a big role in being recognized in the academic field as being an expert on a topic. You might then be asked to apply for a position within a particular department. "Awesome, I will just submit my CV that I used to apply at That Non-Academic Company Over There", you think to yourself. Uhm that might not be the best of ideas! Just as you had to ensure that your 'corporate' CV matched the position and field that you were entering, the same is true when applying for an academic position.

In addition to the classic information on your CV, your academic CV will also include:

*An Abridged Version
(2 pages)
*Full Length Version
(+/- 21 pages or longer)

Teaching & Learning
Experiences

Academic Citizenship
e.g. have you helped
change policies within
the academic setting

Publications & Interests
in Research

Conferences Attended/
Presented

Check out an example academic CV template on the next page to get you started.

Article Written By: Ms. Lucy Chirwa: PsyCaD Career Services: Counselling Psychologist

ACADEMIC CV TEMPLATE

NAME

Write your contact details across the page (saving space)
Include your landline, mobile and email address.

Academic CV Additions

Now you add the extra information you need to turn the Classic CV into one for your application to work in academic!

An academic CV differs from others in that it should include sections which relate directly to your research and other related skills and experiences. You can see a suggested subject heading list below, or refer back to the Academic Guidelines. **There is no set Academic CV format: your layout is up to you.**

An applicant with experience applying for a senior post, may well want to add an Appendix/Addendum in which research information can be written in detail as well as other relevant information. A new graduate may not have the experience to do this and can incorporate all relevant headings into the main body of the CV.

Below are some suggestions of how you can record your skills and experience under different headings, and they are just examples. Remember the **three key elements potential employers look for are Research, Teaching and Administration, so these three elements should definitely be prioritised and included in all academic CV's.**

RESEARCH

- Brief summary of current research + names of supervisors
- Emphasise creative and innovative aspects of your research where possible.
- Where is your research going? Where would you like it to go?
- Your potential employer might well know your supervisor – that will give connections and employer may well know methodology of supervisor
- Incorporate conferences and posters
- Collaborations - highlight your name even if it is third or fourth in list of contributors
- How have you disseminated your research to a wider audience?
- Conducted archival research
- Evaluated and selected the appropriate approach to identify key features of the research
- Conceptualised the problem
- Planned and managed the research project
- Ability to deal with different methodologies and theories
- Recorded, analysed and interpreted data

TEACHING

- Teaching/demonstrating experience both paid and unpaid – including anything of relevance.
- Training, mentoring, facilitating
- Supervision of students – undergraduate? Post graduate? Year?
- What teaching materials have you designed or prepared?
- Seminar experience? How many hours and how many students?
- Have you organised any fieldwork or trips?

ACADEMIC CV TEMPLATE

- Any involvement in course organisation or preparation
- Lab supervision
- Any informal mentoring or supporting students
- Have you supervised any dissertation work or theses?
- Have you been involved with tutorials
- What lectures you have delivered
- Evaluation techniques

ADMINISTRATION

- Responsibility for planning conferences
- Committees (Board of Studies – even as an undergraduate perhaps?) and student associations
- Marking, assessment and related paperwork – did you run a lecture course?
- Examinations - perhaps you have helped with invigilation or marking?
- Writing up research or checking other research work
- Ability to prioritise workload and meet deadlines
- Have you made any changes to procedures which have improved the efficiency of the research project or department?
- Administration related to involvement with course work or degree schemes
- Have you helped out at Open Days?
- Planned or organised conferences?
- Involvement in writing research proposals
- Excellent verbal and written skills

CURRENT RESEARCH

- Write about the aims, responsibilities and successes of your research so far
- What techniques and methodologies have you used so far?
- Are you using quantitative and/or qualitative methods?
- What technical skills are you using/developing?
- What other skills are you acquiring? Problem-solving skills? Project Management?

FUTURE RESEARCH INTERESTS

Use this heading to identify where you would like your research interest to go.

QUALIFICATIONS

- Teaching qualifications
- IT qualifications
- Language qualifications such as TEFL
- Any professional qualification
- You could put any professional courses you have attended

POSITIONS OF RESPONSIBILITY

- Member of curriculum development team
- Supervised research students
- Setting and marking of examinations

ACADEMIC CV TEMPLATE

- Supporting students in a pastoral/advisory role
- Membership of committees/boards
- Represented institution at conferences and seminars
- Established collaboration outside the institution
- Coordinated academic and policy dissemination
- Managed and supervised staff
- Programme administrator

PUBLICATIONS and PRESENTATIONS

Depending on how many publications you have, you could include a short list in the body of your CV or provide a full list in an appendix. Include journal articles, books or chapters of books, reports and patents. If you wrote as part of a team, list all authors and highlight your own name in the sequence.

CONFERENCES and COURSES ATTENDED

- Give details of any conferences you have attended, and those at which you have presented delivered poster presentations.
- Mention any involvement you may have had - perhaps a Grad School event or a conference at department level
- List any posters or exhibitions where you have presented
- You could use this section to list any courses you have attended

FUNDING and ACADEMIC AWARDS

- List any bursaries, scholarships, travel grants or other sources of funding that you were awarded for research projects or to attend meetings or conferences.
- Who made the award and for how much
- Did you win any undergraduate prizes?
- Was the award for you alone or was it shared
- What role did you play in securing it?
- When was the award made?
- Include grants, awards, bursaries and fellowships

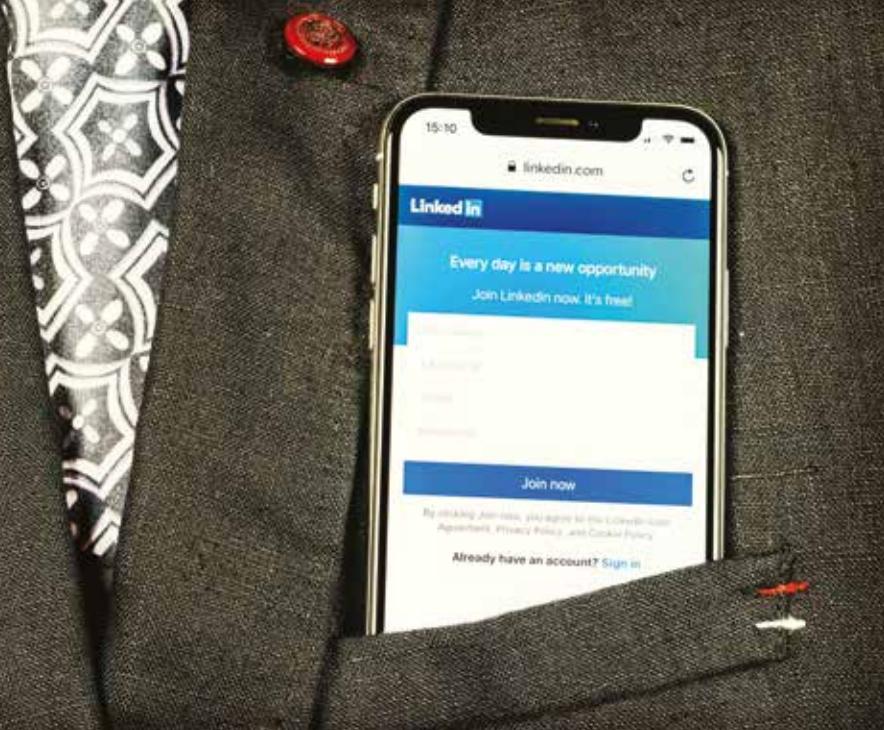
PROFESSIONAL MEMBERSHIPS

List any membership you hold of any professional body or learned society.

REFEREES

Three referees would be appropriate. Include your PhD supervisor and at least one other academic who knows you. Give as many contact details for each referee as possible, (address, email and telephone number) with title if appropriate.

Sourced from: <https://www.jobs.ac.uk/careers-advice/cv-templates/1309/academic-cv-template>



HOW TO OPTIMIZE YOUR JOB SEARCH USING LINKEDIN

Building Your Profile, Your Connections, Your Future

So many ways exist for job seekers to improve their job search using LinkedIn. More and more employers use LinkedIn to post job listings, as well as to reach out to possible job candidates. At the same time, many LinkedIn users credit the site with being a primary platform for connecting and networking with people in their industry. Effective networking is about building relationships. It is critical to take the time to build your LinkedIn profile, add to your connections, and effectively use them to aid in your job search. It is equally important to give back and help your connections when they need advice and referrals as well.

Complete and Update Your Profile

The more complete your LinkedIn profile, the greater your chances of being found and contacted by an employer. Use your LinkedIn profile as a resume and provide prospective employers with detailed information about your skills and experiences. Creating a catchy headline and detailed summary, including a professional photo, and listing your skills and accomplishments are all ways to enhance your profile. You can also strengthen your profile by adding links, such as a link to your professional website or online portfolio.

Connect With Your Connections

The more connections you have, the better your chances of finding someone to help with your job search. Employers often look for referrals from their own employees to fill positions before opening up a job to the masses, so someone who is employed at the company or has connections there will have a leg up in referring you as an applicant. While you want to have a number of connections, make sure you only connect with people you know, or to whom you plan to reach out. The goal is to maintain or establish relationships with people working in your field or with whom you are already connected.

Check Out Job Search Options

Search for jobs on LinkedIn by clicking the "Jobs" tab, and then entering a keyword, country, and zip code. Use the Advanced Search Option to refine your search and to search by date posted, experience level, specific location, job function, company, and industry. You can save job searches, and even receive emails about new job listings. You can also find job openings by searching for and clicking on specific companies. Many companies post job openings on their LinkedIn pages.

Capitalize Your Connections: Recommendations and Referrals

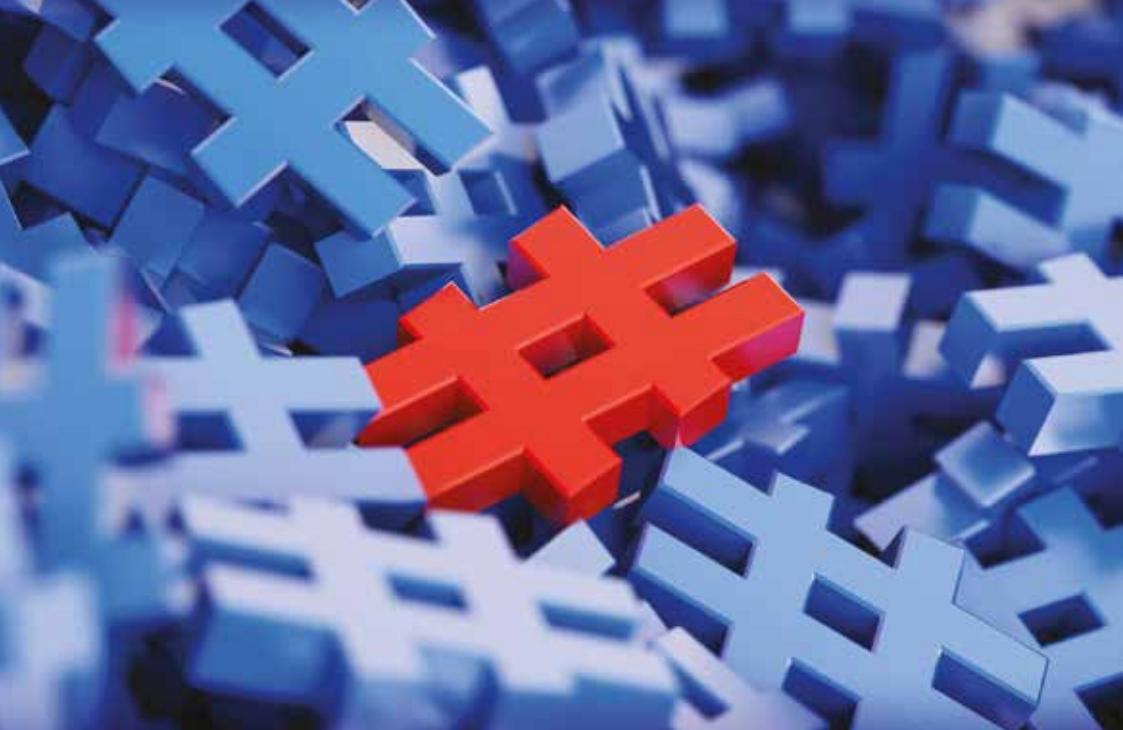
If you find a job listed directly on LinkedIn in which you're interested, check out how you're connected to the hiring manager. You may also consider requesting a LinkedIn recommendation if you know someone at the company, which can help boost credibility in the eyes of employers. LinkedIn provides a template for recommendation requests that you can edit and personalize to your liking. Endorsements from network contacts for various skills and competencies are another way to go. An endorsement emphasizes that you do, in fact, have a certain skill listed on your LinkedIn profile. The best way to receive endorsements is to give some to your contacts first. They will then be more likely to do the same for you in return.

Use LinkedIn Company Profiles to Learn About Employers

LinkedIn company profiles are a good way to glean at-a-glance information on a company in which you're interested. Company profiles provide an excellent window to your connections at the company, past, current and future projects, new hires, promotions, jobs posted, related companies, and company statistics. What's more, LinkedIn company profiles often provide solid insight into a company's culture — events they celebrate, causes they espouse and the ways in which they support them, goals they set for themselves as a company and for their employees; and the paths they take to achieve them. Consider following your dream companies on LinkedIn. This will allow you to keep up with their achievements (which will be useful to bring up in a cover letter or interview) and will help you spot any job openings.

Article Written By: Ms. Alison Doyle

Sourced from: <https://www.thebalancecareers.com/how-to-use-linkedin-to-job-search-2062600>



HOW TO: USE TWITTER HASHTAGS TO BOOST YOUR JOB SEARCH

About 300 to 500 jobs are posted on Twitter per minute, according to Carmen Hudson CEO and co-founder of Tweetajob. With that many shared opportunities, the task of filtering information becomes daunting — that's why we have hashtags. They can help you focus on the tweets you want to see along with the ones you didn't even know existed.

The key is finding them. As a way to filter through the noise, Hudson recommends job seekers use hashtags to take full advantage of Twitter's search functionality.

Here are six hashtag categories that might be useful in a job search.

1. GENERAL JOB SEARCH

Hashtags such as **#jobs**, **#jobadvice**, **#jobhunt** and **#jobsearch** offer both job openings and general job search advice. If you're looking for high-level information about how to conduct a job search, this could be a great place to start.

2. JOB POSTINGS

You can take your search one level further by using hashtags for specific jobs like **#greenjobs**, **#jobposting**, **#telecom** or **#salesjobs** just to name a few.

3. CHATS

Since social media is all about conversation, why not engage in chats about job search? There are a few hashtags for chats, including **#jobhuntchat**, **#careerchat**, **#internchat**, and **#hirefriday**.

4. CV WRITING

Once you find the job, then you have to send over the CV. Searching hashtags like **#CV**, **#CVwriting** and **#CV** can give you valuable tips to keep your CV current as well as view other job seekers' digital resumes for inspiration.

5. INDUSTRY CONFERENCES

Even if you're not attending industry conferences, keep up-to-date with them via the web and follow along on their hashtags before, during and after the conferences to tweet along with attendees and other interested professionals in your field. The conversations that you start via Twitter could translate into future opportunities or even long-lasting business or personal relationships.

6. CAREER ADVICE

The learning doesn't (or shouldn't) stop once we land a job. Managing our careers is a constant process. Hashtags such as **#career**, **#careers** and **#employment** can help us with the questions and challenges we deal with every day.

There's no denying that the job search takes time. When using hashtags as part of your job search, there is a process to reviewing what exists, identifying the right ones for your own situation and sifting through the information. But it certainly beats doing it the hard way.

Sourced from: <https://mashable.com/2010/10/16/twitter-hashtags-job-search/>



The Informational Interview Guide

When attending important networking events, such as company presentations or career fairs, it is important to gain the most out of the experience by making a lasting impression. Below are tips on how to navigate these encounters and conduct an informational interview with a company representative or recruiter.

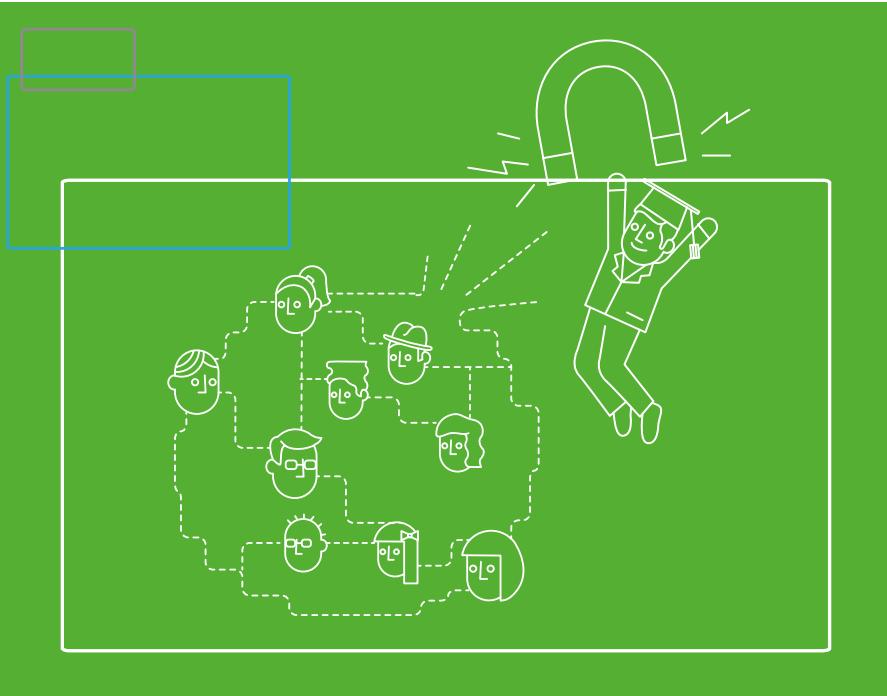
- **Define your purpose** – Know why you are attending and what you hope to achieve.
- **Know yourself** – Have an idea of what your career objectives are and be confident in the skills you can bring to the company.
- **Do research on the company beforehand** – Know what they stand for, what achievements they have recently made and how they fit into your industry. This information will help you hold a conversation.
- **Dress for the occasion** – This echoes the saying, “dress for the role you want and not the role you have”. Making an effort to be neatly attired for the event will show the company that you are making an effort to take this opportunity seriously.
- **Ask relevant questions** – Remember, if the purpose of your attendance is to secure an opportunity, you need to gain as much information as possible. Possible questions you could ask recruiters and company representatives are:

- ✓ What is your typical work day like?
- ✓ What skills are required for your position?
- ✓ What part of your job do you find most enjoyable?
- ✓ What part of your job do you find most challenging?
- ✓ In terms of career development, what experiences have led to your current job?
- ✓ What advice would you give to students that you wish someone had shared with you when you were entering this industry?
- ✓ Tell me about your graduate recruitment programmes?
- ✓ Ask about opportunities for job shadowing, learnerships and internships.
- If the company is not recruiting for your particular course, do not shy away from asking for an alternative, such as a contact person in another division of the company that may have opportunities available.
- Remember, this is an informational interview, so use the opportunity to gain insight that can be used to make informed career decisions and unlock possibilities!

Article Written By: Ms. Raeesa Mayet, PsyCaD
Career Services: Psychometrist



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5 THINGS TO DO BEFORE A JOB INTERVIEW

Preparation is the key to a successful interview. Being well prepared will help you to be at your best and set you apart from the other candidates. To help, we've laid out five things you need to do to make sure you nail your next job interview.

1. DO YOUR HOMEWORK

Never go into a job interview without knowing some general information about the company you want to work for. From their website you should be able to find out what exactly they do, the way they operate and a bit about their history.

Once you've gone through their website connect with the company on Facebook and LinkedIn. On LinkedIn you should also be to connect with the interviewer or the companies hiring manager, this can be a great way to get yourself noticed. Making a connection before the interview goes a long way as it signals to the company that you aren't just the right candidate for the job but also the right person

2. PREPARE SOME QUESTIONS

Most people seem to panic when they are asked whether they have any questions during an interview, if you are prepared though, you have nothing to worry about. While most of the interview is dedicated to the interviewer evaluating whether you are the right fit for the company or not, this is your chance to see whether the company is the right fit for you.

You should aim to have three to five really good questions prepared that hopefully make the interviewer have to think a little bit. Don't hesitate to ask hard questions, just make sure they don't come across as personal attacks at the interviewer.

3. GATHER YOUR CERTIFICATIONS AND PERSONAL DETAILS

A lot of jobs will require some sort of qualification, for example, forklift drivers should have a license and welders should be ticketed. Bring along all important certificates and qualifications you have so you can show that you are qualified for the job, even things like first aid certificates can be a valuable asset to bring along. It's also a good idea to bring personal documents like your driver license or ID card, just in case you need them.

4. PICK OUT SOME CLOTHES

You really shouldn't show up to a job interview wearing sandals, shorts and a singlet. You have to look professional! Not all jobs require you to wear a suit to the interview and in most cases a tidy button-up shirt, dark dress pants and dress shoes will be perfectly acceptable. If you're ever unsure about what to wear to an interview, remember; it's always better to be overdressed than look sloppy.

5. DON'T BE LATE!

A good first impression can be ruined in a matter of seconds if you show up late. You need to know where the interview is, how long it will take to get there and if there is any parking. It may be worth driving to the location of your interview the day before just to get an idea of how long it will take to travel there and to find out where you can park.

Sourced from: <https://www.onestaff.co.nz/blog/5-things-to-do-before-a-job-interview/>



BELIEVE IN YOUR POTENTIAL

Interviews are scary because you only have one chance to impress the interviewer. Here are great tips to boost your confidence and help you stay positive.

Interviews are scary because you only have one chance to impress the interviewer and he or she is going to be judging everything about you. Employers want to see confidence in their applicants. The best way to stay confident is to be positive and prepared.

Mantras

Saying positive things about yourself over and over can boost your confidence and reassure you that the interview will go well. Try saying to yourself “I am the right person for the job” or “They will be impressed with my qualifications”. Hearing compliments from yourself makes more of an impact than hearing it from others. We are our own worst critic after all. Even if you don’t believe it at first, saying it enough may make you believe it

Go over interview questions

Employers of any job often ask similar questions like “what is your biggest flaw or weakness?” or “where do you see yourself in ten years?”. Study them and ask a friend to quiz you on the answers. If you know what’s coming, you’ll be more confident of what to say.

Practice in the mirror

Practice making eye contact and speaking in a clear voice. Take note of your body language. Do you look confident? You are seeing what the interviewer sees. Now you have a clear picture of what you look like at the interview. Keep that in your head during the interview. Looking the part is half the battle of staying confident.

Ask yourself “Why should I get this job?

It all comes down to this question. The employer wants to know why you are the best candidate. You want to be sure that is you. Remind yourself why no one else can fill the opening as well as you can. Put all your skills and experience together to form the answer and remember it well. You have what it takes and you just have to show that to the interviewer.

Sourced from: <https://careeradvice.careers24.com>

MAKE A LASTING IMPACT -YOUR WAY

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WINNER





Top tips for submitting a video application

Video applications is becoming an increasingly popular part of the recruitment process. But many of us are put off by the thought of our voice on tape, let alone the process of sitting at home and talking directly to the camera: cringe!

However, with more businesses asking for video applications, you need to get past this and ensure you're able to submit the best possible application. To help you out, we've put together a guide of our top tips for nailing your next video application and securing yourself an interview.

Do your research

Before you even think about recording your video application, you need to plan and consider what you're going to say. As with any application, preparation is key.

Start by doing some research. Spend some time looking through the job description to help you get a better understanding of

the role. Then, you can start looking into the company, checking out its website and looking at its social media or online profiles. This will give you a better idea of what the business and its company culture are like.

Alongside this, you might always want to do an online search of the organisation to see if they've recently put out any news. You can also do some research into their main competitors and the industry as a whole.

Practise what you're going to say

While you don't want to sit on-screen and simply read off a script, it can be helpful to make notes and write down what you want to say. Then, you can spend some time practising and ensuring all your main points are at the forefront of your mind.

In turn, this will make you appear more confident, while also helping the video to look more natural and flow better.

Don't just read off your CV

While it might be tempting, you'll want to avoid simply reeling off your CV. A video application gives you more scope to be creative and go into more detail about your experience. So make the most of it!

You can still use your CV as a basis for your video application, talking through your previous experience, skills and qualifications. But, you're no longer limited to just two pages (although videos may be capped at a certain length of time), so make use of this.

Try out the equipment

So you've done your research and you know what you're going to say. But before you can begin filming, you need to try out all your equipment and ensure everything is ready for a smooth process.

Choose how you're going to video yourself, whether using a camera, your laptop or your smartphone. Then you need to make sure everything is in good working order. If in doubt, ask a friend or family member to help.

Choose a good location

It's very important to ensure that you film your video application in a professional looking location, with little distractions. It's best to choose somewhere quiet and clean. The last thing you want is to distract the recruiter with your retro Spice Girls poster or the giant pile of washing stacked up in the background!

If you've got an office at home, that could be a good choice. Alternatively, choose a room that's neat and tidy, and remember to shut the door if anyone else is home. You don't want outside distractions like the TV or your dog walking into the room mid-way through.

Dress to impress

Not sure how to dress for your video application? Consider what you would usually wear to an interview and be sure to dress appropriately. It can feel strange dressing up while you're just at home, but it's important that you look the part.

Employers will take into consideration whether you look smart and professional. They aren't going to want to hire someone who puts zero effort into their appearance, despite filming a video application. After all, it suggests you're not taking it too seriously.

Watch your video back

Once you're feeling fully prepared, it's time to start filming. Remember, it can be a nerve-wracking experience and you might have to do a few takes to get it right!

After each take, watch it back and imagine you were the recruiter. Do you look confident? Can you hear what you're saying? Are there any distractions? Take all these points into consideration until you produce a video application you're happy with.

Get someone else to watch it

Just like when you're writing a CV, it's a good idea to get someone to review your application. In this case, ask a friend or family member to watch your video for you.

It's possible that they'll be able to make suggestions for how you can improve, or spot small mistakes that you otherwise might not have noticed.

Are you ready for your next video application?

Getting the hang of video applications can feel strange at first, but once you've had some practise and you feel more natural in front of the camera, it'll become easier. Whether it's for a job in retail or for a project manager role, video applications are becoming more common in the recruiting process, so it's important you master this tricky task. Using the tips above, ensure you prepare thoroughly before hitting record and always watch your video application back to give yourself the best chance of being shortlisted!

Sourced from: <https://www.cu-library.co.uk/career-advice/start/top-tips-submitting-video-application/>



VIDEO INTERVIEW TIPS

Video interviews are becoming more common, especially for those of you applying for roles abroad. We have put together some useful tips to help you with your video interview techniques:

Charge your device, plug it in and ensure you have good internet connectivity.

Avoid using a mobile device and opt for a laptop or desktop computer – this will free up your hands and it is likely that this will provide more of a quality connection.

Position yourself in front of a well-lit, plain, light background. Dress professionally – just like you would for a face-to-face interview.

Select a quiet location away from interruptions.

Have a practice run beforehand. This means you can see how you look and test your equipment. The benefit of video interviews is that you can use prompts – make sure you position them above the camera so that it's not obvious.

Position the camera so that you can be clearly seen (head and shoulders). Make sure you look at the interviewer via the camera when you're being spoken to.

Allow time for any delays before beginning your responses. Sometimes it is unavoidable but try not to interrupt the interviewer.

Sourced from: <https://www.corecomconsulting.co.uk/career-centre/job-interview-tips/video-interview-tips/>



PREPARING FOR THE WORLD OF WORK

What do you need to do when preparing for the world of work?

Some useful tips

SELF-BRANDING

- Take note of how you present yourself to the public, you never know who is watching.
- Be careful of what you post on social media; one day you will represent a company, and reputation is important.
- LinkedIn is the 'new Facebook'; make sure your LinkedIn profile is up to date, and always be professional on LinkedIn.

NETWORKING

- Networking has become one of the most useful ways to gain information.
- You can network by attending different events and gatherings related to your industry, attend career fairs, and company presentations.
- Remember not to sound desperate and pushy when networking, always keep it professional.
- Create connections and build professional relationships.
- Get involved; try volunteering opportunities, job shadowing, and joining societies.

CV PREPARATION

- If you are not familiar with or have concerns about how your CV should look, seek assistance on writing your CV to make sure that it is professional and competitive in the job market.
- It is always a good idea to have a cover letter along with your CV.
- Remember your CV is a marketing tool.

INTERVIEWING SKILLS

- Prepare yourself for interviews.
- Practise some interview questions.
- Build confidence.
- Make use of centres/services that assist with interviewing skills.

DO RESEARCH AND BE PROACTIVE

- Be innovative and proactive when job hunting.
- Learn different job searching strategies.
- Take time to have your online profiles up to date.
- Research your industry and constantly research job listings.

Article Written By: Ms. Winnie Makhwanya, PsyCaD Career Services: Employer Relations Coordinator

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WHAT'S NEXT ON YOUR CAREER DEVELOPMENT LIST?

GRADE 9 – CHOOSING SUBJECTS

- Learn all about subject choice with the Career Services Career Workbook (can be collected from your nearest PsyCaD office or downloaded from <https://www.uj.ac.za/>) and use this handy website (www.gostudy.net) to do research on various occupations, to check the requirements for studies at various institutions and to complete a free interest questionnaire to learn more about your career interests.
- **Research** different jobs, chat to family members, your friend's parents or trusted members of your community about their careers, and seek opportunities to **job shadow**.

- Subject choice assessments are offered at the University of Johannesburg and you can find more information by contacting 011 559 3106.
- Remember to keep your marks up and do your best.

GRADE 11 – PLANNING FOR UNIVERSITY

- Make sure to do your best academically as these marks determine your entrance into a tertiary institution.
- Use a **prospectus** (www.uj.ac.za) to guide you in understanding what the minimum requirements are for specific courses you would like to pursue. Learn how to calculate your **APS score** with the Career Services Career Workbook.

GRADE 12 – APPLYING FOR UNIVERSITY

- Apply for **bursaries** (www.gostudy.net/uj).
- Apply for the course you want to study (<https://www.uj.ac.za/studyatUJ/sec>).
- If your application for university was unsuccessful or going to university is not a part of your career plan, be proactive and learn skills through a **learnership**. You can find information on the following websites: <https://www.graduates24.com/> or <http://www.puffandpass.co.za/>.
- If your APS score does not meet the requirements of the university consider upgrading your matric marks or applying to a **TVET** (Technical and Vocational Education and Training) or **SETA** (Sector Education and Training Authority) college.

FIRST YEAR, TERTIARY EDUCATION – GET ADJUSTED

- Get adjusted and find your rhythm, make sure to attend orientation sessions and First Year Seminars (**FYS**).
- Strengthen your academic capabilities through programmes offered at the Academic Development Centre (**ADC**) (<https://www.uj.ac.za/corporateservices/ads/ADC/ADI>).
- Join societies, student organisations or day houses to broaden your **social network**.
- Make use of the **library** (<https://www.uj.ac.za/library>).

SECOND YEAR, TERTIARY EDUCATION – FIND OPPORTUNITIES TO UPSKILL YOURSELF

- While studying and getting the best marks you can, set aside time to upskill yourself.
- Seek **vacation work** during the June-July or December-January recess to gain exposure to the world of work.

- Explore **study abroad/exchange student** programmes (<https://www.uj.ac.za/about/Internationalisation/Pages/Inbound.aspx>).
- Start researching companies you would like to work for in your industry (<https://universumglobal.com/rankings/south-africa/>).
- Attend **career fairs** and expos.
- Broaden your professional **network**.
- Start preparing a master copy of your **CV** and **cover letter**.
- Join the **UJ YourCareer Job Portal** for available opportunities for UJ students.
- Engage with employers at Industry Talks, Company Presentations and Career Fairs. Follow Career Services on Social Media for regular updates.



PsyCaD Career Services



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Article Written By: Ms. Stacey Fong, PsyCaD
Career Services: Counselling Psychologist

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9 Ways to Use Social Media to Build Your Personal Brand

Brands often work tirelessly to leverage social media in order to boost online visibility and revenue. They want more clicks, more likes, and they want to create a positive user experience.

But what happens when a brand is a person instead of a company? When it's just you, you need to take a different approach to growing your brand through social media. Since over 90% of customers trust information from people they know when making a purchase decision, building personal connections might be the most effective way to develop trust and authority with your audience.

Here are nine ways you can use social media to make that happen.

1. FIND THE RIGHT GROUPS

Facebook and LinkedIn both offer great opportunities to join groups focused on specific topics or industries. If you can find groups that line up with your area of expertise, then you'll be able to share that experience and build authority around your personal brand.

Industry groups are good bets, but they might already be overcrowded with your competitors. Instead, think outside the box and find other groups where you're likely to find your audience.

2. KEEP THE IMAGE CONSISTENT

Across all of your social profiles, you have to maintain a certain consistency with your brand. When people want to learn more about you, they may search for you on a number of social outlets. Presenting yourself in a consistent manner helps you control their perception of your personal brand. You can damage an otherwise impeccable reputation if one of your profiles shows up with content or images that don't represent you well.

3. ENGAGE REGULARLY

Building a brand takes a lot of effort, and it should be treated like a job. Every day, you should be sharing and producing content. Adjust the frequency and types of content based on the audience presence.

"A once-weekly Twitter post or monthly Instagram photo are not going to accomplish much, if anything," writes Michael Noice, founder of Entrepreneur Coach. "For this reason, it's best to focus on two or three carefully chosen social networks and try to be active on them, rather than posting sporadically to a half-dozen."

4. DIVERSIFY YOUR CONTENT

I recommend crafting a communications strategy for your personal brand that includes an editorial calendar and a diverse content plan so that you won't resort to publishing the same types of articles every single day.

Be sure to include images, videos, articles, and even questions. I see a lot more reciprocal engagement when I change up the type of content that I post daily.

Another benefit is that this diversity prevents you from oversharing your own content. Even if your own content is fantastic, your followers will appreciate when you source and share authoritative content from other people.

5. STUDY INFLUENCERS

Connecting with and even collaborating with influencers is a smart way to build your personal brand and get yourself seen, but it takes time. You have to develop a relationship with influencers before they'll want to work with you.

When you're first getting started, locate and automatically engage with influencers you want to partner with by using Narrow.io. Once you've found the top influencers in your niche, analyze their networks. Note the types of content they share and how their followers respond. Try to build your own following by using their strategy for inspiration.

6. GIVE AS MUCH AS YOU CAN

If you want to create a memorable brand, you need to give people a reason to remember you. While I've grown my personal brand considerably in recent years, I still like to reach out to contacts directly and ask them what I can do for them.

Matt Sweetwood, CEO of beBee, believes this is a fundamental way to grow a brand.

"This personal connection makes the customers feel that you care about them, and that they are more than just revenue to you," he says.

You're not trying to sell or pitch anything. You're legitimately asking if there is anything you can do to help them. Give away some of your time, your advice, and any other resources you have available to help your connections.

When you first start out, make it a habit to contact at least one person every day with an offer to help.

7. ASK QUESTIONS

Questions are a great way to spark engagement and improve the visibility for your brand while others chime in. Engagement will happen slowly at first, but be persistent. Keep your eyes open for potential opportunities. A response from one follower could lead to a burning question from another that could fuel great conversation.

8. JUMP INTO DISCUSSIONS

Don't be afraid to add your voice and make yourself visible in a discussion. This is especially true if you have unique insights and value to add. You won't have much luck when it comes to building your brand if you remain a wishful lurker.

Being responsive will keep you on track to grow your personal brand and your network of connections.

"Showing that you're responsive, engaging, and human will do wonders for your brand," writes Tiffany Hsu, community manager for Salesforce.

9. MONITOR YOUR NAME

Businesses set up all kinds of alerts for branded terms and product/service-related search phrases. Those alerts notify them when someone creates a post that includes their name or other branded terms.

Do the same for your personal brand and don't forget to include alerts for common keywords involving your area of expertise. Between your alert systems and manual searches in social media, you won't miss out on opportunities to respond or join discussions.

Sourced from: <https://www.forbes.com>



Jobs of the Future - Surviving the Fourth Industrial Revolution

Are you ready to embrace the future or run away from it?

Any revolution or change is met with fear and trepidation. Not only is artificial intelligence and automation impacting our daily lives (and what we do to earn a living), but it is also transforming entire industries, how things are made, consumed and even how countries are governed.

This raises the question; **what impact will it have on jobs and careers over the next few years or decades?** The answer depends mostly on what career path you choose.

While many of today's occupations will still exist in the future, they will indefinitely transform, and in many cases, occupational categories will overlap with one another to form new roles. This is already happening and the rate at which it is occurring is expected to accelerate over time. So, it's not to say that **AI and automation will necessarily replace most jobs, but rather, will require people to adapt and learn how to use this technology to enhance existing processes.** These roles will be focused on skills such as monitoring and operating automated and online processes in conjunction with their existing roles and responsibilities.

What is certain is that the new generation will become increasingly diverse and analytical in their way of thinking. They will continuously adopt new skills and be more adaptable to frequent changes in the workplace and in their roles, as new job roles start to open up and certain skills become obsolete.

According to a World Economic Forum report, *The Future of Jobs*, here are **the 10 skills you will need for the Fourth Industrial Revolution.**

1. Complex Problem Solving
2. Critical Thinking
3. Creativity
4. People Management
5. Coordinating with Others
6. Emotional Intelligence
7. Judgement and Decision Making
8. Service Orientation
9. Negotiation
10. Cognitive Flexibility

Especially vulnerable are jobs that involve a high level of physical work and repetitive tasks. Most reports suggest those industries hardest hit will be the retail & trade, transportation, agriculture, admin, office & support, accommodation & food services and production & manufacturing industries.

Innately, human characteristics such as creativity and empathy is hard to replace and will be less affected – for now at least – as machines can already be taught to "dream" and paint but often with *bizarre consequences*. People's appreciation for these qualities will most likely increase and it's highly unlikely to fall away. Jobs in cookery, writing, tourism, design and medical care for example, where human qualities are essential, will be more resistant to change.

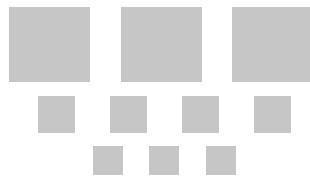
Other areas that will see a stable demand for years to come according to weforum.org include Media & Entertainment (65% stable), Consumer Products (73% stable), Healthcare (71% stable), Energy (70% stable), Professional Services (67% stable), ICT (65% stable), Mobility (61% stable), Infrastructure (58%) and Financial/Investor services (57% stable).

The biggest change will undoubtedly be **the birth of new areas of work where the creation and designing of automated and online processes are concerned**. In fact, according to one estimate, almost two-thirds of today's kindergarten students will eventually have occupations that don't currently exist.

Key industries that will buffer you against the possibility of unemployment in the future include AI, robotics, 3D printing, nanotechnology, quantum computing, biotechnology, The Internet of Things, autonomous transport, aerospace, genomics (mapping and editing of genomes) and to name but a few.

What becomes evident is that **the education system as we know it needs to be changed**. The world's economy will for a long time need a robust workforce, which means making sure that people are employable, for longer. Re-skilling a workforce regularly during a person's career will become the norm. Widespread disruption is imminent, and therefore, preparation is key.

Sourced from: <https://www.careerjunction.co.za/blog/the-future-of-jobs/>



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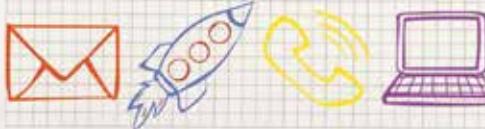
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Side Hustle



Millennials & Side Hustles

The growing trend among many millennials is to get side hustles. Side hustles are a way for those with regular "8 to 4" jobs to have an extra income and in some instances, pursue their passions. For others, side hustles are a strategy to provide economic security that many young people don't feel they have.

It is important to start by setting the stage for how "side hustling" has become a recognized opportunity among millennials. Millennials are different from their parents and their grandparents, which has translated into differences in the workforces as well. All those who were in university after 2000 would have worked in the new South African dispensation. These societal changes meant a change in what was to be expected from the workforce and what millennials were to expect when they work.

The 2008 recession that rocked the world was a factor in the growth of side hustles. These economic difficulties came with less opportunities in the job market and unpaid internship under the guise of developing skills and work experience for those who are fresh out of university. Due to millennials now having less money to spend, other avenues of income became necessary. This is where side hustles entered the picture.

Side hustles provide people with the opportunity for freedom, flexibility and fulfillment, which is not always available with traditional job opportunities. So, side hustles provide a great

opportunity for young people to generate more income and at times do work that is fulfilling and with which they are in agreement from an ethics and morality standpoint.

With the advent of the side hustle, there have been more traditional and conventional hustles such as babysitting, dog walking, tutoring and those that are related to social media such as having a YouTube channel or working in social media influencer marketing.

The main difference between a side hustle and a regular job is in the word itself. These are jobs that are done on the side; therefore, after work, on leave days or during weekends. As mentioned before, side hustles are jobs that are there to provide more money in an economy where things cost more and niceties such as cars and accommodation are becoming harder to attain. This makes it necessary to have another stream of income that can help a person make ends meet.

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6 CAREER NETWORKING TIPS FOR MILLENNIALS

Building Connections Can Help Your Job Search and Career

Does the idea of networking sound forced and unnatural? Maybe you're thinking of it all wrong: Networking doesn't have to be a transactional, tit-for-tat experience where you connect with people you wouldn't otherwise associate with for the sake of furthering your career.

Instead, think of networking as being the process of forming a friendship where the major basis for your relationship is work-related (instead of a shared personal interest in movies or love of cocktails). As with any relationship, your network should consist of people you like and admire; after all, who would want to do a favour for anyone who isn't a trusted connection?

As with many things, networking may be different for millennials than it was for previous generations. For one thing, they have the advantage of a vast number of social networking sites that can be used for networking available. But more than that, millennials don't tend to network in structured events, but in a more organic way, with lunches and slack conversations with co-workers, or as an extension of social activities. Here are six strategies millennials can use to develop and maintain their network:

Network Anywhere and Everywhere

Gone are the days of the all-important golf appointment and formal drinks gatherings structured around a professional affiliation. Attending more formal networking events isn't a bad thing (in fact, it can be hugely helpful)—but it's by no means the only place where you can network. Once you think of it more as "forming connections" rather than networking, it's easy to see that countless opportunities to build your network are available—you can talk about work and your career-related goals during your kids' play dates, at the pick-up line for school, at church, during parties, when you're at a book reading or other cultural event, and during any kind of get-together.

Try to Meet Lots of People

When it comes to building a community, it helps to be social and a bit extroverted. (But if big groups and socializing aren't your speed, try these networking tips for introverts.) The more people you know, the more likely you are to forge a connection with someone who might know of a job or a good person for you to meet. Look for opportunities to broaden your network—this can be as small as chitchatting on the elevator, introducing yourself to a speaker at a conference, or saying hello to that person you see every Saturday at yoga class.

Connect Online After Meeting in Person

There is no shortage of online social sites: LinkedIn, Facebook, Twitter, and Snapchat—the list goes on and on. Don't be shy about connecting with people you've met in person on these social networks. Doing this will help you stay top of mind, far more than business cards or emails, which can easily get filed away and forgotten. Your tweets, LinkedIn posts, and other social media activity can make your relationship with connections feel closer and more intimate.

Use your best judgment about where to connect socially—if you met at a networking-oriented event, LinkedIn and Twitter are good platforms to connect on. A more casual, drinks-oriented event might make the more friend-oriented platforms (Facebook, Instagram) feel more appropriate. When in doubt, you can ask either in person or over email if they'd like to connect on social media. One cautionary note: Avoid connecting on every social site at once. That could feel overwhelming.

Seek Out a Mentor

While it's good to know a lot of people, it's also good to build deep, long-term relationships. A mentor can be a touchstone throughout your career, helping you to evaluate job offers, know when it's the right time to leave a job, negotiate a raise, and generally help you with all sorts of career-related conundrums.

Make Friends at Work

Most likely, you won't be at your current job forever—and neither will your co-workers! Build strong relationships with colleagues; if you're lucky, you'll discover that you have a lot more than where you work in common. These relationships will make your time at work more pleasant, and may also lead to future job-related opportunities in the future, too. So make an effort to go to lunches, happy hours, and show up for birthday celebrations.

Always Remember to Lend a Hand Yourself

The old view of networking was that relationships were of a "you scratch my back, and I'll scratch yours" variety. That seems old-fashioned now; networking doesn't have to be so tit-for-tat. Still, if you see an opportunity to recommend someone in your network for a job, informational interview, and other career-related opportunities, definitely do so.

And don't forget, if you make a connection that results in a job offer, you'll likely have two grateful connections: Both the person you referred for a job and the person who hired that candidate will be grateful.

Article Written By: Madeleine Burry

Sourced from: <https://www.thebalancecareers.com/career-networking-tips-for-millennials-4118278>



THINKING LIKE A RECRUITER: HOW THEY CHOOSE THE ONE

If you've had your fair share of interviews but no job offer, maybe it's time you took a look at what exactly hiring managers are looking for in potential candidates?

When you're applying and interviewing for a new job, you know that you need to wow the hiring manager with an impression that won't just be good, but that will warrant a possible job offer.

Although you don't have psychic powers to read what the interviewer is thinking, we can give you tips on how employers make their hiring decision so you can plan an effective interview strategy.

DURING THE APPLICANT SCREENING PROCESS

The hiring process often starts with deciding who would fill in the boots of the perfect candidate. The prospective supervisor hands human resources a document detailing both the departmental and organisational requirements for this individual.

Once enough applications have been received, the hiring manager arranges a screening committee to review the applications. Each member of the committee will usually have their own preferences for the qualifications and quality of applicants.

How to win the recruiter's heart

When crafting your CV remember that recruiters take a few seconds to skim through your CV to find out whether your experience, education and skills are relevant. You'll stand in

good stead if you maximize the top half of your CV. This could mean pulling your most relevant experiences into a section at the top of your CV or writing a summary with your most relevant qualifications.

DURING THE EVALUATION STAGE

With the interviews out of the way, the hiring manager will consult with other parties who have encountered the candidates during the interview process. Be aware that even the administrative assistant you may have met in the reception may be called in for their impression.

At this stage, the difference between you standing out from the rest of the equally qualified candidates and being offered the job will ultimately depend on 'fit'.

How to win the recruiter's heart

To make your fit for the company shine through, make sure you have a specific understanding of what the company stands for. The hiring manager will appreciate it more when you can show how much you understand the company's culture.

Talk to people associated with the company to see whether you can weave out more information. This will be beneficial in that you'll be able to get some first-hand knowledge and also show people that you're really interested in the company.

Beyond the interview, the impression you leave behind will hugely determine whether you're called back. Consider these additional questions employers usually use when deciding which candidate to hire:

Personality

- Will you fit in with colleagues in your department?
- Do you have an appealing personality?
- Do you have a can do attitude?

Experience

- Do you have the technical know-how to get the job done?
- Do you possess the skills necessary to excel in the position?
- Do you have the knowledge, expertise and information base to effectively carry out the job?

Aptitude

- Can you cope under pressure?
- Do you have a strong work ethic and a high energy level?
- Can you innovate and meet challenges creatively?
- Are you aware of your weaknesses, comfortable with constructive criticism and motivated to improve yourself?

Sourced from: <https://careereduice.careers24.com/career-advice/interview-tips/how-employers-make-the-final-hiring-decision-20151028>



Q&As: Psychometric assessments as part of the recruitment process

What is a psychometric assessment?

A psychometric assessment is a scientific tool that is used to gain more information about you. It can be presented in the form of a questionnaire, multiple-choice quiz, or true and false checklist.

What types of assessments can I expect?

There are a range of assessments that can be included in the recruitment process. You may encounter a personality assessment, an ability assessment, an aptitude assessment, or even an assessment that looks at interests.

Why are assessments included as part of the process?

As recruitment is a costly process, the company would like to find the best candidate for the vacancy by making sure there is a job-fit match. Assessments are therefore used as an extra source of information to learn more about the candidate.

What if I do badly in a psychometric assessment?

It is important to note that when it comes to things like personality or interests, there is no right or wrong, as we are all individuals with our own preferences! Therefore, the company will not rely solely on one assessment or source of information, but will rather look at a candidate holistically. Not matching the job profile does

not mean that you are a bad candidate, it simply means that you may not gain as much satisfaction from certain work environments as you would from those that meet your preferences.

How can I prepare for a psychometric assessment?

There is no specific formula for preparing for a psychometric assessment, as the questions you would encounter cannot be studied beforehand. You can, however, ensure that you get a good night's rest and have a healthy breakfast before commencing.

How to get the most out of an assessment?

You should always make sure that you take an assessment at a time when you are not ill, on new medication that may have side effects or are experiencing an emotional problem that needs to be addressed. If you are unwell, inform the Assessment Practitioner before starting with the assessment so that it can be rescheduled. Make sure that you are comfortable with the format in which the assessment is presented (that you are able to use a computer if it is an online assessment or know how to answer a multiple-choice format). Lastly, always answer honestly.

Article Written By: Ms. Raeesa Mayet, PsyCaD
Career Services: Psychometrist



DISABILITY UNIT INFORMATION

The University of Johannesburg's Disability Unit (DU) operates within the Centre for Psychological Services and Career Development (PsyCaD), and supports students with disabilities in the university setting. The DU's support for students with disabilities includes providing advice and facilitating academic accommodations, in partnership with the students' university departments and faculty. The DU provides the following support services to students with disabilities (SwDs) across all four UJ campus sites:

ACADEMIC SUPPORT

- To promote the academic success of students at the University of Johannesburg through making appropriate referrals
- Concession applications for tests and exams

TECHNOLOGICAL SERVICES

- Provision of enlargements for study material, test and exam papers
- The sourcing of electronic books from publishers
- Editing, formatting and adapting text to facilitate the 'brailing' process
- Assisting in Mobility training (for Visually impaired students) and campus orientation

PSYCHOLOGICAL SUPPORT

- Providing psychological, emotional and therapeutic support for students in need of such interventions

In addition, the DU also provides and/or assists with the Accessible computer spaces in the libraries and PsyCaD.

LIBRARIES:

- **APK:** Level 2,
- **APB:** ground floor level 1,
- **DFC:** ground floor level 1,
- **SWC:** computer labs

PSYCADC OFFICES

- **APK:** C ring 119
- **APB:** Impala court ground floor
- **DFC:** House no. 5 next to the student centre
- **SWC:** Adelaide Tambo building ground floor behind the library

The spaces have the following technology:

- Computers,
- Merlin desktop magnifiers,
- Eye-Pal solo book readers,
- ZoomText magnifying software,
- JAWS & NVDA screen reading software,
- Claro access suite, and
- Cannon scanners
- WordQ + Speak Q
- Read & Write gold software
- Large print keyboards

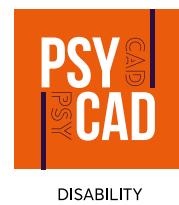
For more information, contact the University of Johannesburg's Disability Unit:

Main Offices: Auckland Park Kingsway

Campus APK, C Ring 1

Email: disabilityunit@uj.ac.za

Tel: 011 559 3745 | **Visit:** www.uj.ac.za/PsyCaD
www.facebook.com/PsyCaD





5 Tips for landing and thriving in your first job after graduation

The reality of the challenges associated with one's first job search may have officially set in for many new graduates.

"Transitioning from studenting to adulting can be hard and often demotivating once application after application goes unanswered. Unfortunately, given the country's constrained economic environment and the tough job market, a degree is no longer a golden ticket to employment," says Wonga Ntshinga, Senior Head of Programme: Faculty of ICT at The Independent Institute of Education, SA's largest private higher education institution.

He says with years of hard work behind them, the real work now starts for graduates.

"You have to approach the job search with the mindset that the search is your job, for now, until you convert your CV into an interview, and your interview into a job offer," he says.

Ntshinga says graduates should keep in mind that each job advertisement will attract scores of applications, and that it is necessary

to make one's candidacy stand out from those of one's peers.

"Treat the job hunt process as an opportunity to learn and grow, and constantly polish your CV, your skills, and experience," he says.

Ntshinga says there are 5 things graduates must do in preparing for the job hunt:

1. SORT OUT YOUR CV

"Your CV will be the first impression prospective employers get of you. Structure your CV logically, make sure that it contains all the necessary information, and showcase any relevant experience and qualifications. "Very importantly, get your CV proofread to ensure that there are no spelling or grammatical errors." Ntshinga says that all good higher education institutions, where it be a public university or private, should have graduate assistance. "Approach your institution and

ask for help, if necessary, in drafting your CV. Additionally, your institution's career centre may be in a position to connect you with potential employers." And finally, it is vitally important to tailor one's CV for the requirements of each individual position. "Sending out a generic CV, which does not address the specific position advertised, is a surefire way to land your application in the recruiter's recycle bin," Ntshinga says.

2. SEARCH FOR OPPORTUNITIES

The jobs won't come to you, you have to find them, says Ntshinga, "You can't apply for something you don't know about. The way to find out about current or future openings is to keep your ear to the ground, to network, and to do desktop research." It can be very helpful to join professional organisations, which will provide networking events and opportunities, industry newsletters, and the possibility of finding a mentor. A suitable mentor can guide and support you through good times and bad. Mentors are ideally positioned to help young graduates with practical, industry-specific advice – whether it be skills or career options. Meeting with recruiters, checking in daily with career sites, and registering your CV on a number of sites will also help to get your profile out there, Ntshinga says.

3. DEVELOP YOUR PERSONAL BRAND

"The very first thing a prospective employer will do upon receiving your CV is to search your social media profiles, and peruse any other information about you they can find online. So you must do a social media audit and remove anything that could throw a negative light over your candidacy," says Ntshinga. "Once you've acted to eliminate any potentially harmful content, you have to proactively build a positive online presence. That means joining professional sites such as LinkedIn and consistently building a positive, professional personal image."

4. KEEP GROWING

Ongoing professional development is non-negotiable in today's world of work, Ntshinga says. "The work doesn't stop when you receive

your degree, or even once you land your first job. You have to constantly update and build on your skills to remain employable and sought after. This means you have to commit to an attitude of lifelong learning. So, what you can do right now, is for instance to sign up for a short or online course which builds on your existing skills, or provide an additional skill that complements your first qualification. "As an added bonus, the fact that you are continuing your studies looks exceptionally well on your CV, and will definitely catch the eye of employers." Ntshinga says during the job search process, it may also be helpful to volunteer your time and services in a field related to your qualification. "That will help bridge that crucial gap between academic knowledge and experience, which is almost always called for in job advertisements."

5. STAY POSITIVE

Searching for work can be a demanding, challenging and sometimes demotivating endeavour. "The search and the inevitable rejections can be emotionally and psychologically exhausting, but you must not let this consume you," says Ntshinga. "Don't take rejection personally, but rather view each opportunity as a chance to learn and grow. Use your time and your days wisely, by scheduling in the work you'll be doing on your search every day, by getting plenty of exercise and rest so that your physical wellbeing doesn't become an inhibiting factor."

"Finally, get help if you need it. Approach your own or a new institution, and ask for assistance if your job search still fails to produce results. Career centres will be able to advise you if you need to change your approach, or if you need to supplement your skills to be more relevant in the job market. They will also be able to assist you in honing the very important soft skills that are in such high demand from employers.

"Keep going, keep learning, keep abreast of development in your industry, and keep sharpening your skills," Ntshinga says.

Sourced from: <https://careeraadvice.careers24.com>



8 TIPS TO HELP YOU SUCCEED AT YOUR FIRST DAY AT WORK

Business etiquette rules

When it comes to business etiquette, there are rules that are not meant to be broken. Some of these may seem like common sense, but you would be surprised by how many times you may have made a mistake without even noticing it.

1. Pay attention to names

Names are one of the first pieces of information that we learn about someone. It is how people recognise and address you. When you tell others your name, include your last name.

When you first meet someone, pay attention to his or her name. If you are not sure how to pronounce it, be sincere and ask. Do not carelessly butcher their name or invent a nickname. Call people what they want to be called.

Remembering names can be challenging, especially if you meet many people at one time. One trick that you can use is to identify a characteristic that helps you differentiate them. Another is to repeat their name and try to use it in your conversation three to four times, but not so frequently that it is obvious.

2. Greet everyone

Greeting the people that you come in contact with is not only polite but it establishes rapport. You never know who the people that you greeted could be, so it is important to greet everyone with the same degree of kindness.

A simple "Hi, how are you?" or even a smile and nod is enough. It can also strike up conversation. Be considerate though. If they appear to be in a rush or not interested at the moment, don't force a conversation on them.

3. Don't overshare but don't be too distant either

Do not drag your personal life into professional settings. Telling everyone in the office about your cheating boyfriend or your wild, drunken weekend escapades puts others in tense and awkward positions. It is not appropriate for work either, and those who overshare are often fired for it.

People want to know a little bit about you though. If you do not share anything, you will come off as snobbish or distant. It is important that you know which topics are work appropriate and which are not. Talking about the great food and beaches you visited during a recent trip to Thailand may be appropriate. However, sharing that you went skinny-dipping after smoking a huge joint while on vacation is not appropriate.

In general, politics and religion are the two topics considered inappropriate in nearly every professional setting. If you have a personal or medical issue that will affect your work, have a private one-on-one meeting with your manager or boss to let them know.

Do not be a nosy neighbour. Remember to respect the privacy and personal space of others. You may be comfortable sharing details about yourself, but others may not be.

4. Offer a handshake and make eye contact

Handshakes are the universal business greeting. A firm handshake is still considered a positive trait. A weak one is negative. Usually, the higher-ranking person will offer their hand first, but if they do not, you can still offer yours. Make eye contact when you shake their hand and smile.

5. Give cues that show you're paying attention

When someone else is speaking, it is important to nod or smile. This shows that you are engaged and actively listening. It tells them

that you care about what they say and value their thoughts. Be careful not to interrupt. If you wish to speak, you may send a nonverbal signal by opening your mouth, but it is polite to wait for them to finish.

6. Be polite and professional in all forms of communication

It does not matter if you are meeting face-to-face, by phone or through email, each interaction needs to be professional. When you communicate through text only, watch your tone of voice, facial expressions/emoji and other nonverbal cues that accompany it. Remember this when writing emails. Keep messages short and to the point.

7. Always practise good hygiene

No matter what you wear, good hygiene is always necessary. Comb your hair. Trim your beard. Clean your fingernails. Make sure your clothes smell good. No one wants to sit next to and work alongside someone who smells like body odour and fried food.

8. Dress appropriately

Dress codes have become much more relaxed in recent decades. However, just because there is no rule that says you cannot show up for work in a hoodie, sweatpants and flip flops, it does not mean that you should.

As much as we like to tell ourselves not to "judge a book by its cover," our immediate reaction is to do just that. In fact, studies have shown that the first thing that people notice about others is their appearance. It is the primary influence on first impressions.

You do not have to put on a three-piece suit, but dressing smart shows that you put effort into your appearance and that you are more likely to put the same enthusiasm into your work.

Sourced from: <https://toggl.com/business-etiquette-rules/>

A word from a UJ Alumni

I recently had the opportunity to present at the UJ careers fair. It is difficult to describe or adequately capture the feeling I had walking back through those library doors after 10 years, seeing the security guard who had become a friend while he spent years protecting me and my fellow Skoonveld residents, and the professor who had made a lasting impression on me during my Honours year. It was a wonderful opportunity for reflection on the road I have travelled since studying Psychology at UJ.

I always assumed I would end up as a psychologist, since it was my own high school psychologist who inspired me to pursue that course. I knew I wanted to go to Master's level, especially after I heard the joke about the difference between a BA and a pizza being that a pizza can feed a family!

When I was in my Honours year, my now boss came to speak to my class about autism. She spoke of breaking through misconceptions of autism and a method that has been empirically proven to provide hope for recovery from autism. I took up the opportunity thinking it would look good on my Master's application. Little did I know, I would fall in love and never leave The Star Academy.

I completed my Master's in Music Therapy, while working part time, and a post-Master's certification, while working full-time, making me the first Board Certified Behaviour Analyst in South Africa. I have received training in the United States, and travelled to several countries to help families affected by autism. I am now the Clinical Director at The Star Academy, where I oversee staff training and intervention programme design for children with Autism Spectrum Disorder.

My life turned out differently from what I had in mind, which was sitting back in a reclining chair and asking people "How does that make you feel?", but I wouldn't change it for the world. I am so grateful for the solid educational foundation I received at UJ, and I hope that every one of you appreciates every second you spend there. Enjoy the stimulation your textbooks and professors provide you with. Relish the campus life and the parties. Put your all into your studies, knowing that however your life turns out, you are sowing the seeds of your future RIGHT NOW.

Article Written By: Jenna White, UJ student 2006-2009



RESPECT YOUR FINANCES

When I was a young graduate I was so excited about the idea of having a good job so I could "pay my own bills with my own money". I came to realise my view of money was misguided and for a few years I was completely careless with my money.

We use money every second of everyday. Even as you read this you used money in some way, shape or form whether you know it or not. When you get your first 'good job' think about what you want out of life. Be principled enough to have your finances in order. No matter how much money you make every month at your workplace, you still need to make sure you know what you are using it for. It's a matter of being disciplined enough to be in charge of your money and not the other way around. Here are a few tips on how to better manage your money:

1. SAVE

Your savings should be treated with the same respect as your bills. Most of us say we save when in reality we don't. It's important to have a savings account that bears interest. In that way you keep your money safe and grow it at the same time. Be disciplined about how much you save every month.

2. IGNORE SWEETS

"Sweets" are small and sometimes big purchases we make that will not sustain or be useful to us in five to ten years. It's also purchases we regret later because we didn't budget for them. This is where budget comes in handy. I know how it feels to want to impress your family and friends when you are a young working graduate. There is nothing wrong with spoiling yourself every once in a while but don't let it be at the expense of you future wealth. The truth is you are the one who will live with the consequences of your financial decisions.



3. LIVE IN THE FUTURE AND BREAK THE CYCLE

Every financial decision or financial move should benefit you and/or your family. The goal is financial health and stability for you and the future generations after you. Every bill you pay should also be an investment for future use (Examples would be a home loan instead of renting). If you had to go through a mountain of financial difficulties to become the graduate you are today, make sure your future children, nieces and nephews won't have to go through the same trauma.

4. BE HONEST WITH YOURSELF

Always remember that it's not about how much you make every month. It's about how much of it you get to keep. The money you are left with after your bills is how much you really make. This way of thinking will help you avoid getting into unnecessary debt. You can't spend the same amount of money you make every month. It's too risky. Sometimes just look at your bank statement and reflect. If you don't like what you see make some changes.

Respect your money and it will respect you right back!!

Article Written By: Ms. Tabea "Ntsoaki" Mahlebohoane, Independent Accountant and Tax Practitioner

3 Reasons Why Your Personal Brand Will Be Your Strongest Asset

First, let's understand the world out there.

The world of work is in a state of flux. The Fourth Industrial Revolution is massively impacting the way we work and where we work. The prevailing technological evolution means things are not as clear cut as they used to be. What was mainstream a decade ago, may have been surpassed by something else today. And in another ten years, it may not even exist at all. As a result, organisations across all industries are having to rethink even the most basic of systems and processes in order to align with and maximise the opportunities that are coming up.

This has major implications for the current generation of graduates and job seekers on a number of levels. Joining a company and staying there for the rest of your career is no longer a sure thing. Standard Bank's recent shutdown of 91 branches in the interest of digitising is a case in point. What does that say about how the banking industry is now operating and the business model that they have relied on for decades? Working your way to the very top of the pile in your profession is also no longer guaranteed either. That's even assuming that you'll stay in the same profession throughout your career or that other, as yet unknown, career paths will not interest you in the future. Just 10 years ago



professions like drone operator, social media executive and influencer did not exist. What then is in store in the coming decade? Even something as mundane as 'going to the office' may not be part of our regular lexicon anymore. Why would you need that if your company is based in one continent, your boss in another and you in a third?

And compounding things even further is this whole concept of a Gig Economy, where people rely on contract and project work for their livelihood. By 2018 Statistic South Africa's employment outlook found that 3.9m people relied on temporary work¹. That global trend, along with our current economic trajectory means that, more than likely, most people will have no choice but to enter the 'hustling' fray, whether it's just a side gig or how you choose to earn your livelihood.

Bottom line: how and where we do our work is morphing into something different, and to a large extent, as yet largely undefined. At the end of the day you, the individual, needs to find your place in this space of constant and rapid change. That's where your personal brand comes in. It's your reputation.

Before we get into why it will serve you as an asset, let's just make sure that we are on the

¹ https://www.investec.com/en_za/focus/economy/rocking-the-gig-economy.html

same page in terms what a personal brand is. Simply put, it is how people see and feel about you based on the relationship that they have with you. It's your reputation.

You are the common denominator in the brand that is you.

What is the one thing that will remain the same throughout your career? You. Yes, you are likely to start at the lowest level of the pecking order in your chosen profession, with aspirations of making it all the way to the very top of the pile. And over the years you will probably find yourself accountable to numerous bosses, be a part of umpteen teams all contributing to countless projects of varying sizes. While the other people involved, companies that you work with and for, and even scope of work will change over time, as long as it's your career, you will always be present through all of it. It will be to your benefit to have a good grasp of what makes up that brand. Meaning, know who you are so that you can understand how you're showing up in different situations. Understand your personality, the characteristics and traits that you were born with, how your different life experiences have affected and influenced you.

Your degree is just a door opener.

When you're looking to be hired for a job, contract or project, your university qualification is most likely the thing that essentially puts you on the shortlist. That's it. Don't forget that a prospective employer will be interested in how you have put it to use in the past. They will also want to know your other characteristics, traits and experiences that you have brought into play in order to get your job done. Donating your time to a charity organisation may mean you are perceived as someone who can show compassion and empathy. Pursuing a hobby where you can show proven results like playing amateur sports or participating

in local leagues, knitting or writing may show your commitment and dedication to something that you're passionate about. It may also show that you're a team player who is willing and able to take on a leadership or supportive role as the need arises.

You're in control of you.

As you progress through your career, you will find that you have varying degrees of control when it comes to different work situations. As an intern you pretty much do what you're told because you're learning. Once you make it to manager and executive level you may find that you have far greater latitude in terms of how things are done, but you're still accountable to the big bosses for the end result and how it impacts the bottom line. What you will always have full control and influence over is yourself. That's why it becomes important, therefore, for you to understand your role and make the most of any given situation. When you are in a learning stage go out of your way to ensure that is what you're doing. When you are in a leading role, overseeing a project or team, make sure that you fully take on that responsibility by providing the necessary guidance and insight.

No matter how your career or even the world of work pans out, your reputation will always precede you. Those who have experienced you will, more often than not, have an opportunity to share their experience of you. What they say will depend on how they see you during your interactions and how that makes them feel, in the moment and after. As the world around you continues to evolve, it is up to you to determine how you show up. You are the single consistent element that is a constant in your life experience and career path, no matter what that may look like. No one other than you has greater influence on how that experience unfolds.

Article Written By: Ms. Palesa Motanyane, Entrepreneur, Personal Awareness Coach and Speaker



HERE'S WHAT OPRAH WANTS YOU TO KNOW ABOUT WAITING FOR THAT ONE BIG BREAK

Oprah Winfrey is practically synonymous with success. As a media icon, a philanthropist, a billionaire, and a household name who needs no surname, she knows a thing or two about it. And she often shares her wisdom with willing audiences, as she did when she spoke to the graduating class of 2019 at Colorado College on May 19.

"The truth is success is—it's a process," she said. "I'm here to tell you that your life isn't some big break like everybody thinks it is. They're waiting on the big break. It's actually about taking one significant life-transforming step at a time," she explained. "Small steps lead to big accomplishments."

In other words, every action every day builds on those from yesterday and the day before, and it is the slow accumulation of actions and choices that carves out paths to success in your life and career, the way a steady stream of water can sculpt a smooth route through even the roughest stone over time.

Winfrey recognized that many of the graduates sitting before her harboured a great deal of anxiety about what those paths could and would look like for them. The same was probably true of some of their parents and siblings and others there to celebrate their commencement, and those watching online anywhere in the world. No matter where they are in their lives and careers, people still get anxious about what their futures hold.

From her perch at the podium and decades into a successful career, Winfrey admitted that the money is "fabulous" and all the attention is "also good sometimes," but the real reason she believes she now has a beautiful life is neither of those things.

"It's because I had an appreciation for the small steps, the seeds that were planted, the map and flow of my life that unfolded because I was paying attention," she said. "You have to pay attention to your life because it is speaking to you all the time and the bumps in the road and the failures...pointed me in a new direction and led me to a path made clear. That is what I'm wishing for you today: Your own path made clear."

That clarity does not come without failure. It is an inevitable feature of any path toward success—one that not only humbles you, but also teaches you about the fleeting nature of success as it is traditionally measured. So instead of looking only at objectives achieved and visions manifested to account for your self-esteem, she said, think about how all the steps and actions you take every single day impact the people and the world around you.

Your path is not about one decision taken at graduation or any other point. Your career is not about one big break. Your purpose "gets revealed to you daily. It is not just one thing. It is the thread that is connecting the dots of everything that you do," she explains.

Winfrey said that her friend and mentor Maya Angelou impressed upon her that "you have no idea what your legacy will be." She repeats that idea everywhere—in this case nearly five years after Angelou's death—because your legacy "is not one thing. It's everything," she said. "The most important thing is how you touch other people's lives. Every day you are carving out the path. Even when it looks like you're not."

So don't get so wrapped up in waiting for the one big break. Instead, consider the choices, actions and obstacles right in front of you. They will define your path and your success and the mark you leave, regardless of the job you do or the field you work in.

Being anxious about uncertainty is normal, to an extent. But "I'm here to tell you that you're going to be more than okay. So take a deep breath with me right now and repeat this: Everything is always working out for me," Winfrey said. "That's my mantra. Make it yours. Everything is always working out for me because it is, and it has, and it will continue to be as you forge and discover your own path."

Sourced from: <https://www.themuse.com/advice/oprah-winfrey-commencement-speech-colorado-college-2019?ref=recently-published-2>

PsyCaD Career Services

YourCareer (Your online career solution!)

Don't miss out on the latest bursary, in-service training, internship, vacation work and graduate programme information!

Join us on the UJ **YourCareer** Job Portal for all of these opportunities and so much more! Follow these 4 easy steps so you can keep up to date on your career journey.

1. Visit your nearest PsyCaD office
APB Impala Court
APK C-Ring 1
SWC Adelaide Tambo Building (Academic Block)
DFC House 2, Louisa Street
2. Complete the registration form placed in the Career Resource Centre.
3. Check your student email account for an email from the Career Services Team. Follow the link and set up your username and password. Remember your password for future log ins.
4. Once you are on the system you have easy access to this platform via ulink. Click on the YourCareer banner anytime you want to search for opportunities.

Start your career journey on the YourCareer Job Portal where a world of career opportunities awaits you. As a UJ student you are privy to:

- **The Job Portal**
 - ✓ Job advertisements
 - ✓ Information on how to apply for jobs advertised
 - ✓ View vacation work, internships, bursaries and permanent jobs that employers place on the portal.
 - ✓ Job alerts
- **CV Builder**
- **Events**
 - ✓ Keep up to date with Career Fairs and Workshops being held on campus
- **Employers**
 - ✓ View employer profiles
 - ✓ You have the option of adding the employers you would like to work for in a 'favourites' folder
 - ✓ The contact directory provides employers contact details.

Begin Your Professional Journey by Joining the Yourcareer Job Portal in 4 Easy Steps!

YourCareer Job portal (Step 1)

1

- Visit your nearest PsyCaD
 - Complete the YourCareer registration page found in all of the Career Resource Centres

APB Impala Court | **APK** C-Ring 1 | **SWC** Adelaide Tambo Building (Academic Block) | **DFC** House 2, Louisa Street.

YourCareer Job portal (Step 2)

2

- Check your student email account in the next 24 hours and follow the link in the email to create your password

UJCareerServices@csm.symplicity.com

Feb 05, 2018, 8:16 AM

Your account password has been reset - it is provided below. Please log in as soon as possible and change it to your desired password.

Your login information is as follows:

Username: 123456789@student.uj.ac.za
Password: Please set your password using the following URL
<https://chamberlain-csm.symplicity.com/students/index.php?r=resetpassword&token=c0650c43fe0a45e4fd6362d0b47c5f>

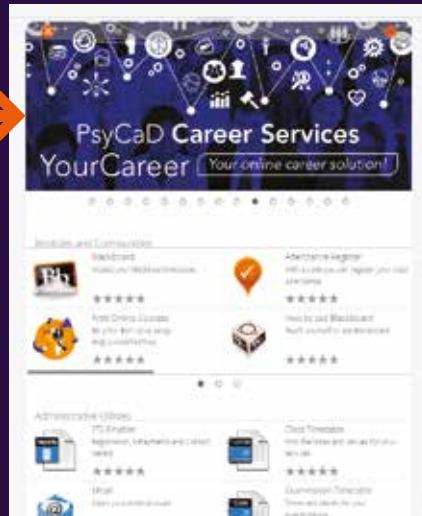
Thank you,
Career Services

A World of Career Opportunities Awaits You...

YourCareer Job portal (Step 3)

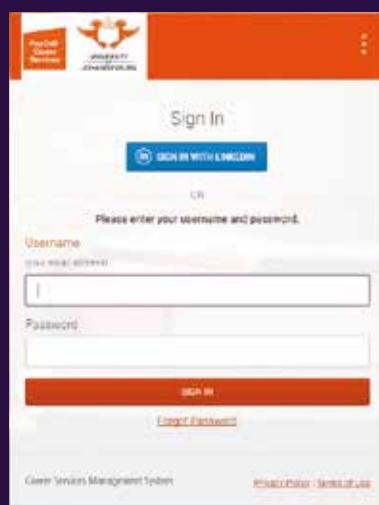
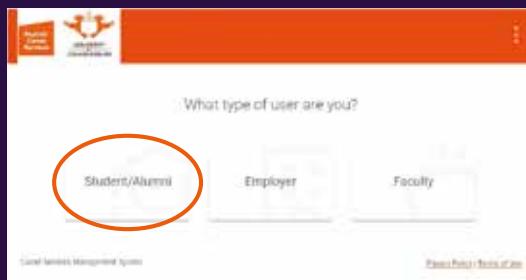
3

- Access the YourCareer job portal via uLink
- Click on the blue banner to access the job portal



YourCareer Job portal (Step 4)

4



Company Overviews & Recruitment Drive Information

A

Allan Gray Pty Ltd <p>Established in 1973, Allan Gray is the largest privately owned investment company in Africa - managing over R400 billion in investor assets. Our purpose is to help investors build wealth over the long term. We seek to earn the trust of our clients by providing superior long-term investment performance, outstanding client service and holding ourselves to the highest ethical standards.</p>	Industry: Finance Website: http://www.allangray.co.za Number of positions available: 20 Medium for applications: Website Closing date for applications: TBC Faculty recruitment: Faculty of Science Graduate levels required: National Higher Diploma / BTECH, Bachelor, Honours, Master's Employment opportunities: Internships
Amazon Development Centre <p>In 2006, Amazon Web Services (AWS) began offering IT infrastructure services to businesses in the form of web services, commonly known as cloud computing. One of the key benefits of cloud computing is the opportunity to replace up-front capital infrastructure expenses with low variable costs that scale with your business.</p>	Industry: Engineering Website: http://adcpt.co.za/ Number of positions available: 3 Medium for applications: Website Closing date for applications: 2 December 2019 Faculty recruitment: Faculty of Science Graduate levels required: Bachelor, Honours, Master's Employment opportunities: Employment upon graduation, Employment during studies, Internships, Vacation work
Auditor General South Africa <p>The Auditor-General of South Africa (AGSA) is the supreme audit institution (SAI) of South Africa. It is the only institution which, by law, has to audit and report on how the government is spending the South African taxpayers' money. This has been the focus of the AGSA as an institution since its inception in 1911. When the country's new Constitution came into effect in 1994, the role and responsibilities of the organisation were expanded even further to enable the institution to fulfil its mandate.</p>	Industry: Accounting Website: http://www.agsa.co.za Number of positions available: 350 Medium for applications: Application Form, Website Closing date for applications: 31 October 2019 Faculty recruitment: College of Business and Economics Graduate levels required: Bachelor, Honours Employment opportunities: Bursaries, Employment upon graduation, Learnerships, Vacation work

B

British American Tobacco

British American Tobacco (BAT) is one of the world's leading, multi-category consumer goods companies, providing tobacco and nicotine products to millions of consumers around the world. Globally, we employ over 55,000 people, with market leadership in over 55 countries and factories in 48. We are the second largest listed company on the Johannesburg Stock Exchange and a committed partner to South Africa's socio-economic transformation agenda.

Industry:	Agriculture
Website:	http://www.bat-careers.com
Number of positions available:	10
Medium for applications:	Website
Closing date for applications:	TBC
Faculty recruitment:	College of Business and Economics, Faculty of Engineering and the Built Environment, Faculty of Humanities, Faculty of Law
Graduate levels required:	National Higher Diploma / BTECH, Bachelor, Honours
Employment opportunities:	Employment upon graduation, Internships

Bryte Insurance Company Limited

Bryte Insurance Company Limited is the premier, proactive commercial risk specialist in Southern Africa. Applying our unparalleled sector insights, proven expertise and foresight, we partner with customers and brokers to protect their businesses and improve their risk profile across the continent. Bryte Insurance Company Limited approaches customer risk with purpose, proactively working with brokers and customers to enable better risk decisions.

Industry:	Insurance
Website:	http://www.brytesa.com
Number of positions available:	15
Medium for applications:	Website, UJ Career Resource Centre
Closing date for applications:	30 September 2019
Faculty recruitment:	College of Business and Economics, Faculty of Engineering and the Built Environment, Faculty of Law
Graduate levels required:	Bachelor, Honours, Master's
Employment opportunities:	Employment upon graduation

Bowmans

Bowmans is a leading Pan-African law firm. Our track record of providing specialist legal services, both domestic and cross-border, in the fields of corporate law, banking and finance law and dispute resolution, spans over a century. Our clients include corporates, multinationals and state-owned enterprises across a range of industry sectors as well as financial institutions and governments.

Industry:	Legal
Website:	http://www.bowmanslaw.com
Number of positions available:	20
Medium for applications:	Website
Closing date for applications:	31 December 2019
Faculty recruitment:	Faculty of Law
Graduate levels required:	BA Law, BCom Law, LLB
Employment opportunities:	Articles of Clerkships, Bursaries, Vacation Programme

BDO South Africa Incorporated BDO is a global network of people who are able to adapt, to respond to each situation with an in-depth knowledge of who you're dealing with. A company that is agile. A company that is committed to relationships, known as a leader in exceptional client service. A company that understands the complexities of business, but the need for simplicity. One that offers every opportunity in auditing, tax and advisory. BDO.	Industry:	Accounting, Engineering, Finance
	Website:	http://www.bdo.co.za
	Number of positions available:	100
	Medium for applications:	Website
	Closing date for applications:	30 November 2019
	Faculty recruitment:	College of Business and Economics and Faculty of Engineering and the Built Environment
	Graduate levels required:	Bachelor, Honours
	Employment opportunities:	Bursaries, Employment upon graduation, Vacation work, Internships, Learnerships, Work Integrated Learning
Biccar Bollo Mariano Incorporated Biccar Bollo Mariano Incorporated ("BBM") is a firm conducting a general legal practice from 5 offices situated in Rosebank, Bedfordview, Pretoria, Umhlanga Ridge (Durban) and Cape Town.	Industry:	Legal
	Website:	http://www.bbmlaw.co.za/
	Number of positions available:	6-8
	Medium for applications:	Application Form, Website
	Closing date for applications:	31 July 2019
	Faculty recruitment:	Faculty of Law
	Graduate levels required:	BA Law, BCom Law, LLB
	Employment opportunities:	Articles of Clerkships
Business Partners Limited Business Partners provide finance and support for SME's.	Industry:	Finance
	Website:	http://www.businesspartners.co.za
	Number of positions available:	20
	Medium for applications:	Website
	Closing date for applications:	1 January 2020
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor, Honours, Master's, Doctorate
	Employment opportunities:	Internships

Baker McKenzie	Industry:	Legal
Global Law Firm based in Johannesburg. A challenging and stimulating place to work, but one where you will also be inspired to always be your best.	Website:	http://www.bakermckenzie.com
	Number of positions available:	TBC
	Medium for applications:	Website
	Closing date for applications:	TBC
	Faculty recruitment:	Faculty of Law
	Graduate levels required:	BA Law, BCom Law, LLB
	Employment opportunities:	Articles of Clerkships, Vacation Programme

C

CaseWare Africa, A Division of Adapt IT (Pty) Ltd	Industry:	Accounting, Consulting, Finance
CaseWare Africa provides a full range of professional services and "best of breed" solutions to over 20 000 customers, spanning from Audit to Tax and Secretarial. CaseWare is the global leader in auditing and financial reporting software and is used in more than 170 countries worldwide. Our 20 000+ users across Africa comprise audit and accounting firms, government entities, municipalities and large blue-chip companies.	Website:	https://www.casewareafrica.co.za/
	Number of positions available:	10
	Medium for applications:	Website
	Closing date for applications:	30 September 2019
	Faculty recruitment:	College of Business and Economics, Faculty of Science Faculty of Engineering and the Built Environment
	Graduate levels required:	National Higher Diploma / BTECH, Bachelor
	Employment opportunities:	Employment upon graduation, Internships

City of Johannesburg Public Service	Industry:	Government
	Website:	http://www.joburg.org.za
	Number of positions available:	4
	Medium for applications:	TBC
	Closing date for applications:	30 September 2019
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Honours
	Employment opportunities:	TBC

CFA Society South Africa CFA Society South Africa promotes ethical and professional standards within the investment industry, encourages professional development through the CFA Programme, and facilitates the open exchange of information and opinions. Administered by CFA Institute, the Chartered Financial Analyst (CFA) Programme is a graduate-level, self-study curriculum and examination programme for investment specialists.	Industry:	Finance
	Website:	http://www.cfainstitute.org
	Number of positions available:	TBC
	Medium for applications:	Website
	Closing date for applications:	31 December 2019
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Bachelor
	Employment opportunities:	Bursaries
Chartered Accountant (SA) Medical Aid Fund Chartered Accountants Medical Aid Fund.	Industry:	Accounting, Health Care
	Website:	http://www.camaf.co.za
	Number of positions available:	0
	Medium for applications:	Website
	Closing date for applications:	TBC
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor, Honours, Master's, Doctorate
	Employment opportunities:	Other
Cliffe Dekker Hofmeyr Cliffe Dekker Hofmeyr is one of the largest business law firms in South Africa with more than 100 directors/partners and 200 qualified lawyers, located at offices in Johannesburg and Cape Town. Our lawyers specialise in services covering the complete spectrum of business legal needs with our corporate and commercial services covering the full range of business legal services, which we deliver through our seven core practice areas and sector services.	Industry:	Legal
	Website:	http://www.cliffedekkerhofmeyr.com
	Number of positions available:	25
	Medium for applications:	Website
	Closing date for applications:	TBC
	Faculty recruitment:	Faculty of Law
	Graduate levels required:	BA Law, BCom Law, LLB
	Employment opportunities:	Articles of Clerkships, Bursaries, Vacation Programme

Clyde & Co	Industry:	Legal
International Law Firm.	Website:	http://clydecograduates.com
	Number of positions available:	10
	Medium for applications:	Application Form
	Closing date for applications:	TBC
	Faculty recruitment:	Faculty of Law
	Graduate levels required:	LLB
	Employment opportunities:	Articles of Clerkships, Vacation Programme

Cisco Systems South Africa

It has never been a better time to lead, inspire and innovate. Today at Cisco we are building teams that are expanding our technological capabilities in exciting new ways across mobile, cloud, security, IT, collaboration and big data spaces, including software and consulting services. Through the Internet of Everything we transform our customers' businesses worldwide. We are pioneers and have been since the early days of connectivity. We work with customers across all sectors.

Industry:	Engineering
Website:	https://www.cisco.com/
Number of positions available:	2
Medium for applications:	Website
Closing date for applications:	20 October 2019
Faculty recruitment:	College of Business and Economics, Faculty of Engineering and the Built Environment
Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor, Honours, Master's
Employment opportunities:	Employment upon graduation

D

Deloitte & Touche

Deloitte is one of the "Big Four" accounting firms and the largest professional services network in the world by revenue and number of professionals. Deloitte provides audit, tax, consulting, enterprise risk and financial advisory services with more than 244,400 professionals globally.

Industry:	Accounting, Consulting
Website:	https://www2.deloitte.com/za/en.html
Number of positions available:	150+
Medium for applications:	Website, UJ Career Resource Centre
Closing date for applications:	2 September 2019
Faculty recruitment:	College of Business and Economics, Faculty of Engineering and the Built Environment, Faculty of Health Sciences, Faculty of Science
Graduate levels required:	Bachelor, Honours, Master's
Employment opportunities:	Internships

Distell Ltd	Industry:	Manufacturing
Distell is a liquor manufacturer and SA's biggest producer of Wines, Spirits and RTDs. We are a local company with a global footprint. Our head office is in Stellenbosch and we have distribution centres and manufacturing plants across South Africa and Africa.	Website:	http://www.distell.co.za
	Number of positions available:	Various
	Medium for applications:	Website
	Closing date for applications:	31 October 2019
	Faculty recruitment:	Faculty of Engineering and the Built Environment, Faculty of Science
	Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor, Honours
	Employment opportunities:	Internships

Dariel	Industry:	Consulting
Dariel is a dynamic software company and a community of passionate, self-driven technologists. We think outside the box and have a 100% track record of solving our clients' problems.	Website:	http://www.dariel.co.za
	Number of positions available:	10
	Medium for applications:	Website
	Closing date for applications:	31 August 2019
	Faculty recruitment:	Faculty of Science
	Graduate levels required:	Bachelor, Honours, Master's
	Employment opportunities:	Employment upon graduation

E	Entelect Software (Pty) Ltd	Industry:	Consulting, Engineering
ARE YOU PREPARED TO BECOME MORE? Like the naïve teenager who becomes the saviour of an entire galaxy, you too have the potential for greatness when you work with us at Entelect Software - a leading software engineering company. LET'S GO FURTHER, LET'S BECOME MORE.	Website:	http://www.entelect.co.za	
	Number of positions available:	45	
	Medium for applications:	Website	
	Closing date for applications:	1 November 2019	
	Faculty recruitment:	Faculty of Engineering and the Built Environment, Faculty of Science	
	Graduate levels required:	Bachelor, Honours, Master's, Doctorate	
	Employment opportunities:	Employment upon graduation, Vacation work	

ENSAfrica Largest Law firm in Africa.	Industry: Legal Website: http://www.ensafrica.com Number of positions available: TBC Medium for applications: Website Closing date for applications: 30 August 2019 Faculty recruitment: Faculty of Law Graduate levels required: BA Law, BCom Law, LLB Employment opportunities: Articles of Clerkships, Vacation Programme
EY EY is a professional services firm that recruits top students who are studying BAcc, IT and Tax.	Industry: Accounting, Finance Website: http://www.ey.com/careers Number of positions available: 100 Medium for applications: Application Form, Website, UJ Career Resource Centre Closing date for applications: 31 October 2019 Faculty recruitment: College of Business and Economics Graduate levels required: Bachelor, Honours Employment opportunities: Bursaries, Employment upon graduation, Vacation work
Eversheds Sutherland (SA) Inc As a global top 15 law practice, Eversheds Sutherland provides legal services to a global client base ranging from small and mid-sized businesses to the largest multinationals, acting for 72 of the Fortune 100, 61 of the FTSE 100 and 120 of the Fortune 200. With more than 2,800 lawyers, Eversheds Sutherland operates in 68 offices in 34 jurisdictions across Africa, Asia, Europe, the Middle East and the United States. In addition, a network of more than 200 related law firms.	Industry: Legal Website: http://www.eversheds-sutherland.com Number of positions available: TBC Medium for applications: Website Closing date for applications: 31 December 2019 Faculty recruitment: Faculty of Law Graduate levels required: BA Law, BCom Law, LLB Employment opportunities: Articles of Clerkships, Vacation Programme

F

First National Bank	Industry:	Banking
FNB is no ordinary Bank. It is Africa's strongest Banking brand. We are also a Telco and an Insurer and we never stop asking what next? As part of the FNB Graduate League, you will always keep learning; you will collaborate; work on projects; be part of industry-changing innovations and have an opportunity to make your in SA's coolest bank.	Website:	http://www.fnb.co.za
	Number of positions available:	150
	Medium for applications:	Website
	Closing date for applications:	2 August 2019
	Faculty recruitment:	Faculty of Engineering and the Built Environment
	Graduate levels required:	Bachelor, Honours, Master's
	Employment opportunities:	Employment upon graduation, Vacation work
Fiduciary Institute of Southern Africa (FISA)	Industry:	Accounting, Finance, Law/Legal Professional
A non-profit body that represents fiduciary professionals drawn from the financial planning, law and accounting fields. Our members draft wills, do estate planning, estate administration and trusts.	Website:	http://www.fisa.net.za
	Number of positions available:	TBC
	Medium for applications:	Website
	Closing date for applications:	TBC
	Faculty recruitment:	College of Business and Economics, Faculty of Law
	Graduate levels required:	TBC
	Employment opportunities:	TBC
FirstRand Bank Limited	Industry:	Banking
Talented individuals who love challenges, are motivated to add value and have innovative ideas will always find a home at FirstRand.	Website:	https://www.my4in1.com
FirstRand is a leading African financial services business with brands well known for their entrepreneurship and innovation: FNB, RMB, WesBank and Ashburton Investments.	Number of positions available:	TBC
	Medium for applications:	Website
	Closing date for applications:	31 August 2019
	Faculty recruitment:	College of Business and Economics, Faculty of Engineering and the Built Environment, Faculty of Science
	Graduate levels required:	Honours, Master's
	Employment opportunities:	Bursaries, Employment upon graduation, Vacation work

Fasken	Industry:	Legal
Fasken is a leading international business law and litigation firm. Tracing our roots back to the mid-1800s, our firm was founded through the merger of three regional Canadian icons in 2000. Today we have eight offices with more than 700 lawyers across Canada and in the UK and South Africa.	Website:	https://fasken.erecruit.co/candidateapp/Login
	Number of positions available:	1 - 10
	Medium for applications:	Website
	Closing date for applications:	30 June 2019
	Faculty recruitment:	Faculty of Law
	Graduate levels required:	LLB
	Employment opportunities:	Articles of Clerkships, Bursaries, Vacation Programme

G

H

Hogan Lovells (South Africa) Inc	Industry:	Legal
Hogan Lovells is one of the world's top 10 legal practices with over 2500 lawyers across more than 45 offices in Africa, Asia, Australia, Europe, Latin America, the Middle East and North America. Our South African office in Johannesburg has a total staff complement of around 250, with more than 100 legal professionals who are regarded as high-calibre sector practitioners, acting both within the country and across the continent.	Website:	https://www.hoganlovells.com/en/careers/careers-in-south-africa
	Number of positions available:	TBC
	Medium for applications:	Application Form, Website
	Closing date for applications:	TBC
	Faculty recruitment:	Faculty of Law
	Graduate levels required:	BA Law, BCom Law, LLB
	Employment opportunities:	Articles of Clerkships, Vacation Programme

Isisekelo Corporate Investments Group

At this company, we believe in the use of education to contribute to economic growth, elimination of unemployment, income inequalities, and societal poverty. The company focuses on upskilling and empowering university and college students as well as unemployed graduates to meaningfully participate in the economy and generate wealth to gain true financial freedom.

The company utilises technology to enhance its service performance and competitive edge.

Industry:	Accounting, Finance
Website:	http://www.isisekelogroup.co.za
Number of positions available:	TBC
Medium for applications:	Website
Closing date for applications:	20 December 2019
Faculty recruitment:	Faculty of Art, Design and Architecture, College of Business and Economics, Faculty of Education, Faculty of Engineering and the Built Environment, Faculty of Health Sciences, Faculty of Humanities, Faculty of Law, Faculty of Science
Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor, Honours, Master's, Doctorate
Employment opportunities:	TBC

IQbusiness

IQbusiness is the leading independent management consulting firm in South Africa, helping clients overcome their business challenges and achieve sustainable growth. Since 1998, we have been enabling banks, insurance companies, retailers, and others to take their products to market faster, improve customer satisfaction, upskill teams, eliminate waste, and strengthen governance and compliance.

Industry:	Consulting
Website:	http://www.iqbusiness.net
Number of positions available:	40
Medium for applications:	Website
Closing date for applications:	31 August 2019
Faculty recruitment:	College of Business and Economics, Faculty of Engineering and the Built Environment, Faculty of Law, Faculty of Science
Graduate levels required:	National Higher Diploma / BTECH, Bachelor, Honours, Master's, Doctorate
Employment opportunities:	Internships, Work Integrated Learning

J

JPMorgan Chase Bank

JPMorgan Chase is one of the largest financial institutions in the world. With a history dating back over 200 years, here's where we stand today:

- We are a leading global financial services firm with assets of \$2.6 trillion.
- We have a presence in over 100 markets.
- We have over 250,000 employees.
- We serve millions of consumers, small businesses and many of the world's most prominent corporate, institutional and government clients.

Industry:	Banking
Website:	http://www.jpmorganchase.com
Number of positions available:	10
Medium for applications:	Website
Closing date for applications:	TBC
Faculty recruitment:	College of Business and Economics, Faculty of Education, Faculty of Engineering and the Built Environment, Faculty of Health Sciences, Faculty of Humanities, Faculty of Law, Faculty of Science
Graduate levels required:	Bachelor, Honours, Master's, Doctorate
Employment opportunities:	Internships, Vacation Work

K

K2 Workflow South Africa Pty Ltd

K2 designs business application platforms and is fixated on innovation, to stay ahead of industry trends and to better serve the needs of customers. Our software helps people to work smarter and get business done faster. We create any business application you can imagine with workflows and forms that span across roles, departments and data sources. Automating manual processes and delivering the right information into the right hands.

Industry:	Engineering
Website:	https://www.k2.com/careers/software-associate-johannesburg-20190422
Number of positions available:	9
Medium for applications:	Website
Closing date for applications:	30 September 2019
Faculty recruitment:	Faculty of Engineering and the Built Environment
Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor
Employment opportunities:	Internships, Learnerships

KPMG

KPMG is a global network of professional financial services firms providing Audit, Tax and Advisory services.

Industry:	Accounting, Finance
Website:	http://www.joinkpmg.co.za
Number of positions available:	15
Medium for applications:	Website
Closing date for applications:	5 November 2019
Faculty recruitment:	College of Business and Economics
Graduate levels required:	Bachelor, Honours
Employment opportunities:	Bursaries, Employment upon graduation, Vacation work

Khumalo and Mabuya Chartered Accountants	Industry:	Accounting
KnM is South Africa's leading emerging, proudly black-owned and managed professional services consulting firm, providing multi-disciplinary in audit, tax, advisory and SMME / SME back office support services. The compact size of KnM enables us to maintain focused and tailored relationships with all of our clients.	Website:	http://www.knminc.co.za
	Number of positions available:	5
	Medium for applications:	Website
	Closing date for applications:	31 October 2019
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Bachelor, Honours
	Employment opportunities:	Internships



Law Society of South Africa	Industry:	Legal
We are an NGO, that governs the Attorneys profession and LEAD attends to Legal education of Post Graduate LLB students in preparation of Admission exams and Practice, is done at the School for Legal Practice.	Website:	http://www.LSSALEAD.org.za
	Number of positions available:	60
	Medium for applications:	TBC
	Closing date for applications:	TBC
	Faculty recruitment:	Faculty of Law
	Graduate levels required:	LLB
	Employment opportunities:	TBC

Legal Aid South Africa	Industry:	Legal
Legal Aid South Africa is an independent statutory body established by the Legal Aid Act 39 of 2014, as amended. The objects of Legal Aid South Africa are to: (a) render or make available legal aid and legal advice; (b) provide legal representation to persons at state expense; and (c) provide education and information concerning legal rights and obligations, as envisaged in the Constitution.	Website:	http://www.legal-aid.co.za
	Number of positions available:	24
	Medium for applications:	Website
	Closing date for applications:	TBC
	Faculty recruitment:	Faculty of Law
	Graduate levels required:	LLB
	Employment opportunities:	Articles of Clerkships



Motus Corporation

Motus imports, distributes, sells, services, repairs, rents and provides parts for the broadest range of the world's most respected vehicle brands, from entry level to luxury automobiles and from light commercial vehicles to heavy duty trucks. Motus' service offering includes motor-related financial services and extends across all segments of the vehicle value chain.

Industry:	Accounting, Admin Support, Finance, Human Resources, Insurance, Law/Legal Professional, Transportation, Travel/Tourism
Website:	http://www.motuscorp.co.za
Number of positions available:	86
Medium for applications:	Website
Closing date for applications:	22 May 2019
Faculty recruitment:	College of Business and Economics, Faculty of Humanities, Faculty of Law
Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor, Honours, Master's
Employment opportunities:	Employment upon graduation, Internships, Learnerships, Vacation work

Mars Multisales Africa

Mars has been proudly family owned for over 100 years. It is this independence that gives us the gift of freedom to think in generations, not quarters, so we can invest in the long-term future of our business, our people and the planet - all guided by our enduring Principles.

We believe the world we want tomorrow starts with how we do business today. Our bold ambitions must be matched with actions today from our more than 125,000 Associates in 80 countries around the world.

Industry:	Manufacturing
Website:	http://www.mars.co.za
Number of positions available:	TBC
Medium for applications:	Website
Closing date for applications:	1 October 2019
Faculty recruitment:	Faculty of Art, Design and Architecture, College of Business and Economics, Faculty of Education, Faculty of Engineering and the Built Environment, Faculty of Health Sciences, Faculty of Humanities, Faculty of Law, Faculty of Science
Graduate levels required:	Bachelor, Honours, Master's
Employment opportunities:	Employment upon graduation, Work Integrated Learning

Monocle Solutions Monocle is a results-focused consulting firm specializing in Banking and Insurance. We believe in doing business with integrity and transparency. We work closely with every one of our clients to determine and build a unique solutions that will solve their challenges.	Industry: Website: Number of positions available: Medium for applications: Closing date for applications: Faculty recruitment: Graduate levels required: Employment opportunities:	Accounting, Banking, Consulting, Economics, Engineering, Finance, Insurance https://www.monocle.co.za/ 40 Website 31 August 2019 College of Business and Economics, Faculty of Engineering and the Built Environment Honours, Master's Employment upon graduation
Malan Scholes Incorporated Malan Scholes is a specialised law firm based in Johannesburg. We have particular expertise in the African mining sector, as well as in mergers and acquisitions across various industries.	Industry: Website: Number of positions available: Medium for applications: Closing date for applications: Faculty recruitment: Graduate levels required: Employment opportunities:	Legal http://www.malanscholes.co.za Various Website TBC Faculty of Law BA Law, BCom Law, LLB Articles of Clerkships, Vacation Programme
MacRobert Attorneys MacRobert Inc. is a legal firm based in Pretoria, with offices in the Cape Town and Durban regions. MacRobert specializes in all areas of law except Family and criminal law. When recruiting new candidates into our firm We look for individuals who posses the "Eish" factor, meaning; Enthusiastic - Interested - Smart and Hard working.	Industry: Website: Number of positions available: Medium for applications: Closing date for applications: Faculty recruitment: Graduate levels required: Employment opportunities:	Legal http://www.macrobot.co.za 10 Application Form, Website 31 May 2019 Faculty of Law BA Law, BCom Law, LLB Articles of Clerkships

<p>National Treasury</p> <p>National Treasury is a finance department within the government.</p>	<p>Industry: Finance</p> <p>Website: http://www.treasury.gov.za</p> <p>Number of positions available: 10</p> <p>Medium for applications: Application Form</p> <p>Closing date for applications: 30 September 2019</p> <p>Faculty recruitment: College of Business and Economics</p> <p>Graduate levels required: Honours</p> <p>Employment opportunities: Work Integrated Learning</p>
<p>Nedbank Limited</p> <p>Our purpose To use our financial expertise to do good for individuals, families, businesses and society.</p> <p>Read more: Mfundo Nkuhlu (COO) discusses Nedbank's organisational purpose with Forbes Magazine</p> <p>Our vision To be the most admired financial services provider in Africa by our staff, clients, shareholders, regulators and society.</p>	<p>Industry: Accounting, Banking, Real Estate</p> <p>Website: https://www.nedbank.co.za/content/nedbank/desktop/gt/en/personal.html</p> <p>Number of positions available: Many</p> <p>Medium for applications: Website</p> <p>Closing date for applications: 30 November 2019</p> <p>Faculty recruitment: College of Business and Economics, Faculty of Engineering and the Built Environment, Faculty of Science</p> <p>Graduate levels required: Bachelor, Honours, Master's</p> <p>Employment opportunities: Bursaries, Employment upon graduation, Internships, Vacation work, Other</p>
<p>Ngubane & Co.</p> <p>We are a black - owned and managed multi-disciplinary professional services firm. Our competencies lie in auditing (external and internal) accounting, business consulting, IT consulting and Tax consulting.</p> <p>The company started out in 1995 as an accounting and audit firm and has therefore segmented the firm into two distinct theatres, viz:</p> <ul style="list-style-type: none"> - Ngubane & Co. Chartered Accountants (SA), registered with the South African Public Accountants' and Auditors Board as Registered Accountants and Auditors. 	<p>Industry: Accounting, Consulting</p> <p>Website: http://www.ngubane.co.za</p> <p>Number of positions available: 20</p> <p>Medium for applications: Website</p> <p>Closing date for applications: 31 October 2019</p> <p>Faculty recruitment: College of Business and Economics</p> <p>Graduate levels required: Bachelor, Honours</p> <p>Employment opportunities: Employment upon graduation, Learnerships, Internships</p>

Norton Rose Fulbright South Africa Inc	Industry:	Legal
Norton Rose Fulbright is a global law firm. We provide the world's preeminent corporations and financial institutions with a full business law service. We have more than 3500 lawyers and other legal staff based in more than 50 cities across Europe, the United States, Canada, Latin America, Asia, Australia, Africa, the Middle East and Central Asia.	Website:	http://apply.nortonrosefulbright.co.za
	Number of positions available:	15
	Medium for applications:	Website
	Closing date for applications:	TBC
	Faculty recruitment:	Faculty of Law
	Graduate levels required:	BA Law, BCom Law, LLB
	Employment opportunities:	Articles of Clerkships, Bursaries, Vacation Programme



Osiris Trading	Industry:	Advertising
Osiris Trading is an Online & Digital marketing company that manages the Betway brand license.	Website:	http://www.osiristrading.com
	Number of positions available:	5
	Medium for applications:	Website
	Closing date for applications:	TBC
	Faculty recruitment:	Faculty of Art, Design and Architecture, College of Business and Economics
	Graduate levels required:	National Diploma, Bachelor, Honours
	Employment opportunities:	Internships

One Capital Advisory (Pty) Ltd	Industry:	Finance
One Capital is an independent corporate advisory firm providing innovative strategic and financial advice to our clients. The company acquired Barnard Jacobs Mallet (BJM) Corporate Finance in 2010, which became a wholly-owned subsidiary and was renamed One Capital Sponsor Services. The senior management team at One Capital are established corporate finance industry experts and collectively have more than 50 years of experience.	Website:	http://www.onecapital.co.za
	Number of positions available:	10
	Medium for applications:	Application Form, Website
	Closing date for applications:	TBC
	Faculty recruitment:	College of Business and Economics, Faculty of Engineering and the Built Environment, Faculty of Law, Faculty of Science
	Graduate levels required:	Bachelor, Honours, Master's
	Employment opportunities:	Employment upon graduation

P

PricewaterhouseCoopers	Industry:	Accounting, Engineering, Finance, Insurance
PwC helps organisations and individuals create the value they're looking for. We're a network of firms in 157 countries with more than 195,000 people who are committed to delivering quality in assurance, tax and advisory services. Find out more by visiting us at pwc.com .	Website:	http://www.pwc.co.za
	Number of positions available:	200
	Medium for applications:	Website
	Closing date for applications:	30 November 2019
	Faculty recruitment:	College of Business and Economics, Faculty of Engineering and the Built Environment, Faculty of Health Sciences, Faculty of Science
	Graduate levels required:	Bachelor, Honours, Master's
	Employment opportunities:	Bursaries, Employment upon graduation, Vacation work
Public Investment Corporation	Industry:	Government
PIC is an investment company located in Pretoria, we deliver investment returns in line with client mandates and Contribute positively to South Africa's development.	Website:	http://www.pic.gov.za
	Number of positions available:	TBC
	Medium for applications:	Website
	Closing date for applications:	TBC
	Faculty recruitment:	Faculty of Art, Design and Architecture, College of Business and Economics, Faculty of Education, Faculty of Engineering and the Built Environment, Faculty of Health Sciences, Faculty of Humanities, Faculty of Law, Faculty of Science
	Graduate levels required:	National Higher Diploma / BTECH, Bachelor, Honours
	Employment opportunities:	Bursaries, Employment during studies, Internships, Vacation work

<p>PSG</p> <p>PSG is a leading independent financial services group, with an extensive national footprint and both a Namibian and Mauritian presence. In operation since 1998, we offer a value-orientated approach to our clients' financial needs, from asset and wealth management to insurance.</p> <p>PSG has close to 200 offices throughout South Africa, two offices in Namibia and one in Mauritius. Our business consists of three operating divisions: PSG Wealth, PSG Asset Management and PSG Insure.</p>	<p>Industry: Finance</p> <p>Website: https://www.psg.co.za</p> <p>Number of positions available: 52</p> <p>Medium for applications: Website</p> <p>Closing date for applications: 31 October 2019</p> <p>Faculty recruitment: College of Business and Economics, Faculty of Engineering and the Built Environment, Faculty of Science</p> <p>Graduate levels required: Bachelor, Honours, Master's, Doctorate</p> <p>Employment opportunities: Bursaries, Employment upon graduation</p>
<p>PKF Octagon</p> <p>At PKF Octagon, we understand that a business rises or falls by the quality of its people. Not just our clients' businesses, but ours as well. After all, our people are at the heart of what we offer. That's why we have always strived to be an employer of choice, offering opportunity, mentorship, training and, above all, an encouraging and dynamic place to work.</p>	<p>Industry: Accounting</p> <p>Website: https://pkfoctagon.com/</p> <p>Number of positions available: 10</p> <p>Medium for applications: Website</p> <p>Closing date for applications: 31 August 2019</p> <p>Faculty recruitment: College of Business and Economics</p> <p>Graduate levels required: Bachelor, Honours</p> <p>Employment opportunities: Employment upon graduation, Learnerships, Vacation work</p>
<p>Phatshoane Henney Group of Associated Law Firms</p> <p>The Phatshoane Henney Group is South Africa's largest association of independent law firms. Member firms practice independently but in association. As a national network of law firms, the group is a unique and proudly South African first for the legal industry.</p>	<p>Industry: Legal</p> <p>Website: http://www.phfirms.co.za</p> <p>Number of positions available: 10</p> <p>Medium for applications: Website</p> <p>Closing date for applications: TBC</p> <p>Faculty recruitment: Faculty of Law</p> <p>Graduate levels required: BA Law, BCom Law, LLB</p> <p>Employment opportunities: Articles of Clerkships, Vacation Programme</p>



R

<p>Rand Mutual Assurance</p> <p>Founded on 1 June 1894, The Rand Mutual Assurance Company Limited (RMA) is a non-profit mutual assurance organisation which is owned by its policy holders. The RMA group also operates under both short and long-term insurance licences issued by the Financial Services Board (FSB).</p>	<p>Industry: Insurance</p> <p>Website: http://www.randmutual.co.za</p> <p>Number of positions available: 20</p> <p>Medium for applications: Website</p> <p>Closing date for applications: TBC</p> <p>Faculty recruitment: College of Business and Economics, Faculty of Health Sciences</p> <p>Graduate levels required: National Diploma, Bachelor, Honours</p> <p>Employment opportunities: Bursaries, Internships</p>
<p>RCL Foods</p> <p>As one of SA's most respected foods company, RCL Foods has a 'one company' philosophy with compelling brands that deliver to consumer and customer needs.</p>	<p>Industry: Manufacturing</p> <p>Website: http://rclfoods.com</p> <p>Number of positions available: 12</p> <p>Medium for applications: Website</p> <p>Closing date for applications: 31 August 2019</p> <p>Faculty recruitment: Faculty of Engineering and the Built Environment, Faculty of Humanities, Faculty of Science</p> <p>Graduate levels required: National Diploma, National Higher Diploma / BTECH, Bachelor, Honours, Master's</p> <p>Employment opportunities: Employment upon graduation, Internships, Work Integrated Learning</p>
<p>Rheinmetall Denel Munition</p> <p>Rheinmetall Denel Munition is headquartered in Cape Town, and is South Africa's arm of the German-based, high technology Rheinmetall Group and partner to South Africa's largest manufacturer of defence equipment, Denel.</p> <p>RDM is advanced security technology company that makes a vital contribution to the protection of soldiers in combat operations and peace-keeping missions around the world. The company specialises in the design, development and manufacture of cutting-edge munitions technology systems.</p>	<p>Industry: Engineering</p> <p>Website: http://www.rheinmetalldmacademy.co.za</p> <p>Number of positions available: 10</p> <p>Medium for applications: Website</p> <p>Closing date for applications: 1 October 2019</p> <p>Faculty recruitment: Faculty of Engineering and the Built Environment</p> <p>Graduate levels required: Bachelor, Honours</p> <p>Employment opportunities: Internships</p>

Rand Water Rand Water is a supplier of bulk water to the Gauteng Province. Major clients are Municipalities and Mines.	Industry: Government Website: http://www.randwater.co.za Number of positions available: 6 Medium for applications: Website Closing date for applications: 31 December 2019 Faculty recruitment: College of Business and Economics Graduate levels required: Honours Employment opportunities: Employment upon graduation, Internships
RSM South Africa Inc. Audit, Tax and Consulting firm.	Industry: Accounting, Consulting Website: http://www.rsmza.co.za Number of positions available: 30 Medium for applications: Application Form, Website Closing date for applications: 30 September 2019 Faculty recruitment: College of Business and Economics Graduate levels required: Bachelor, Honours Employment opportunities: Bursaries, Internships

S

Spec-Savers South Africa Spec-Savers is the leading Optometry Group in South Africa. The continued success of the organisation is based on a dynamic business concept that capitalizes on the price benefits of collective sourcing of products and a common marketing strategy. The brand is committed to ensuring a combination of professional standards and quality eyewear, available at affordable prices.	Industry: Health Care Website: http://www.specsavers.co.za Number of positions available: 10 Medium for applications: TBC Closing date for applications: 31 October 2019 Faculty recruitment: Faculty of Art, Design and Architecture, College of Business and Economics, Faculty of Health Sciences, Faculty of Law Graduate levels required: Bachelor, Honours Employment opportunities: Employment upon graduation, Internships, Vacation work
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South African Institute of Professional Accountants	Industry:	Accounting
The South African Institute of Professional Accountants (SAIPA) is one of the leading accountancy institutes, representing and supporting its members to fulfil the increasing demands of businesses in South Africa's growing economy by equipping the Professional Accountant (SA) with the latest knowledge, techniques and accreditation required to render key services.	Website:	http://www.saipa.co.za
	Number of positions available:	TBC
	Medium for applications:	Website
	Closing date for applications:	TBC
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Bachelor
	Employment opportunities:	TBC

SynergERP	Industry:	Accounting, Consulting
Established in 1993, Synergy, which is a Sage Premier Partner, has been implementing the Sage ERP range of enterprise resource planning software for more than two decades.	Website:	http://www.synergerp.co.za/
From manufacturing to mining, two users to 1 000 users, it has established itself as one of Sage's leading partners with vast experience in rolling out successful projects for various industries.	Number of positions available:	3
	Medium for applications:	Website
	Closing date for applications:	30 November 2019
	Faculty recruitment:	Faculty of Art, Design and Architecture, College of Business and Economics, Faculty of Education, Faculty of Engineering and the Built Environment, Faculty of Health Sciences, Faculty of Humanities, Faculty of Law, Faculty of Science
	Graduate levels required:	Bachelor
	Employment opportunities:	Bursaries, Employment during studies, Internships, Vacation work

South African National Biodiversity Institute	Industry:	Environmental, Government
SANBI is a public entity under the Department of Environmental Affairs mandated through the National Environmental Management: Biodiversity Act 10 of 2004. SANBI manages the 10 National Botanical Gardens of South Africa and its mission to champion the exploration, conservation, sustainable use, appreciation and enjoyment of South Africa's exceptionally rich biodiversity for all South Africans.	Website:	http://www.sanbi.org
	Number of positions available:	TBC
	Medium for applications:	Website
	Closing date for applications:	31 December 2019
	Faculty recruitment:	College of Business and Economics, Faculty of Education, Faculty of Science
	Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor, Honours, Master's, Doctorate
	Employment opportunities:	Bursaries, Employment upon graduation, Internships

South African National Space Agency	Industry:	Engineering, Environmental, Geology, Physical Science
The South African National Space Agency (SANSA) came into being in December 2010, but South Africa's involvement with space research and activities started many decades earlier with helping early international space efforts in the second half of the 20th century, and observing the Earth's magnetic field at stations around Southern Africa.	Website:	https://www.sansa.org.za/
	Number of positions available:	TBC
	Medium for applications:	Website
	Closing date for applications:	31 August 2019
	Faculty recruitment:	Faculty of Engineering and the Built Environment, Faculty of Science
	Graduate levels required:	Bachelor, Honours, Master's, Doctorate
	Employment opportunities:	Bursaries, Internships, Vacation work

SizweNtsalubaGobodo Grant Thornton	Industry:	Accounting
SizweNtsalubaGobodo, an indigenous black-owned firm, has enjoyed great success in the local and broader African market thanks to the pioneering vision of its leadership and the talent of its people.	Website:	https://www.grantthornton.co.za
Grant Thornton already has a long-standing presence in the country through its existing member firm, Grant Thornton South Africa, which shares a common vision with SizweNtsalubaGobodo and has been a respected provider of world class service to its large client base.	Number of positions available:	200
	Medium for applications:	Website
	Closing date for applications:	30 September 2019
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Honours
	Employment opportunities:	Bursaries, Internships

The Southern African Institute of Government Auditors	Industry:	Accounting
We are a professional body that amongst other things register Registered Government Auditors.	Website:	http://www.saiga.co.za
	Number of positions available:	TBC
	Medium for applications:	TBC
	Closing date for applications:	TBC
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Bachelor
	Employment opportunities:	TBC

South African Institute of Chartered Accountants	Industry:	Accounting
The foremost professional body for Chartered Accountants.	Website:	http://www.saica.co.za
	Number of positions available:	100
	Medium for applications:	Application Form
	Closing date for applications:	31 July 2019
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Bachelor, Honours
	Employment opportunities:	Bursaries

Standard Bank of South Africa	Industry:	Accounting, Economics, Engineering
"Africa is our home, and we are focused on driving her growth."	Website:	http://graduate.standardbank.com/standing/Graduate/index.html
With a heritage of over 150 years, we are a leading integrated financial services group on the African continent. We have an on-the-ground presence over 20 countries in sub-Saharan Africa, fit-for-purpose representation outside Africa and a strategic partnership with ICBC. This unique footprint supports our strategy to connect African markets to each other and to pools of capital globally.	Number of positions available:	10
	Medium for applications:	Website
	Closing date for applications:	TBC
	Faculty recruitment:	Faculty of Engineering and the Built Environment, Faculty of Humanities, Faculty of Science
	Graduate levels required:	Bachelor, Honours, Master's
	Employment opportunities:	Bursaries, Employment upon graduation, Internships, Learnerships

Truworts	Industry:	Accounting, Economics, Finance
Truworts has a dynamic business environment where our staff are constantly challenged to reinvent the way we do business in order to keep us at the forefront of the SA fashion industry. Walk through our stores or offices and you'll encounter an infectious love of fashion and a tangible will to succeed among our people, both of which are key to keeping us at least one step ahead of the competition. In the words of our CEO, Michael Mark, "The theme is simple...it's all about fashion.	Website:	http://www.truworts.co.za
	Number of positions available:	>50
	Medium for applications:	Website
	Closing date for applications:	31 December 2019
	Faculty recruitment:	Faculty of Art, Design and Architecture, College of Business and Economics
	Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor
	Employment opportunities:	Employment upon graduation

Torrecid South Africa	Industry:	Manufacturing
Torrecid is a multinational business group with its headquarters based in Castellon (Spain).The company is dedicated to providing, services, solutions and future trends to the ceramic sector (tiles, tableware and sanitaryware) to the glass sector. Working at Torrecid gives you the opportunity to face professional challenges as to go as far as your talent allows you to. The variety of companies and countries in which we are present allows employees a wide range of international possibilities.	Website:	http://www.torrecid.com/rrhh2/index.php/web/index/southafrica
	Number of positions available:	5
	Medium for applications:	Website
	Closing date for applications:	12 December 2019
	Faculty recruitment:	College of Business and Economics, Faculty of Engineering and the Built Environment
	Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor
	Employment opportunities:	Internships
TONKIN CLACEY INC	Industry:	Legal
As one of the few specialist property law firms in Johannesburg, Tonkin Clacey Inc. has earned a formidable reputation for integrity, professionalism and skill in our niche areas of expertise. Notwithstanding our history of almost 30 years in the property sector and a solid network of relationships forged over many years, our ability to respond with creativity and adaptability to a challenging and ever-changing environment is a keystone of our success.	Website:	http://www.tcinc.co.za
	Number of positions available:	2
	Medium for applications:	Website, UJ Career Resource Centre
	Closing date for applications:	TBC
	Faculty recruitment:	Faculty of Law
	Graduate levels required:	LLB
	Employment opportunities:	Articles of Clerkships, Vacation Programme
Tuffias Sandberg	Industry:	Accounting
At Tuffias Sandberg we believe in promoting our own people and all of our partners served their training contracts with us. We constantly strive to provide opportunities to grow with us through ongoing training and skills development. As a Trainee Accountant at Tuffias Sandberg you will be exposed to a wealth of experience to prepare you for your professional career as a Chartered Accountant.	Website:	http://www.tuffiassandberg.co.za
	Number of positions available:	25
	Medium for applications:	Application Form, Website
	Closing date for applications:	31 December 2019
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Bachelor, Honours
	Employment opportunities:	TBC



V

Volkswagen Group South Africa

Volkswagen Group South Africa (VWSA) is South Africa's market leader in the passenger car segment, and the Eastern Cape's largest employer. With 13 brands ranging from Bugatti, MOIA, Bentley and Lamborghini, through Volkswagen, Audi, Ducati to Volkswagen Commercial Vehicles, MAN and Scania, the Volkswagen Group employs over 550 000 people world-wide and is fast becoming the World's most innovative volume car manufacturer.

Industry:	Manufacturing
Website:	http://www.vw.co.za
Number of positions available:	TBC
Medium for applications:	Website
Closing date for applications:	31 August 2019
Faculty recruitment:	College of Business and Economics, Faculty of Engineering and the Built Environment, Faculty of Law
Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor, Honours
Employment opportunities:	Employment upon graduation

Verdant Capital

Verdant Capital is an independent corporate finance firm focused on assisting companies and projects on a pan-African basis. We are a relationship driven and advisory focused firm. Our core team has led and completed over thirty investment banking transactions in over ten African jurisdictions. Verdant Capital has offices in Johannesburg, Mauritius, Kinshasa and Accra.

Industry:	Consulting, Finance
Website:	http://www.verdant-cap.com/
Number of positions available:	TBC
Medium for applications:	Website
Closing date for applications:	2 November 2019
Faculty recruitment:	College of Business and Economics
Graduate levels required:	Bachelor, Honours
Employment opportunities:	Employment upon graduation

W

Werksmans Attorneys

Law Firm

Industry:	Legal
Website:	http://www.werksmans.com/zh/
Number of positions available:	14
Medium for applications:	Website
Closing date for applications:	TBC
Faculty recruitment:	Faculty of Law
Graduate levels required:	BA Law, BCom Law
Employment opportunities:	Articles of Clerkships, Vacation Programme

XYZ

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