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2024/2025 GRADUATE RECRUITMENT
PROGRAMME HANDBOOK



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Khotso Makola

Present: Student

Future: Data Scientist

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#SanlamGradProgramme



Hey there future leaders,

Are you ready to dive into the exciting world of data analytics and make a splash with your skills? Well, hold onto your hats because the 2025 Sanlam's Graduate Programme is here to turn your passion for data into an epic adventure!

Picture this: You, armed with cutting-edge tools and surrounded by a team of brilliant minds, decoding complex data puzzles and uncovering hidden insights that could change the game. Sounds like something out of a superhero movie, right? But guess what? It's real, and it's happening at Sanlam!

Why Choose Sanlam?

Sanlam has received the top employer certification from the Top Employers Institute for nine consecutive years. This accolade underscores our dedication to providing exceptional workplace experiences and opportunities for growth. Joining the Sanlam Graduate Programme isn't just about landing a job; it's about embarking on a thrilling journey of growth, learning, and endless possibilities. Whether you're a data wizard in the making or someone who's just dipping their toes into the vast ocean of data analytics, there's a spot for you.

Here's what you can expect:

Hands-on experience: Say goodbye to boring lectures and hello to real-world projects from day one! The programme is designed to give you practical exposure to the latest tools and techniques in data analytics.

Mentorship that rocks: Need a guiding light in the world of data? You're covered! You'll be paired with experienced mentors who'll help you navigate challenges, unlock your potential, and level up your skills like never before.

A community of changemakers: Sanlam believes in the power of collaboration. Get ready to join forces with fellow graduates, share ideas, and tackle some of the most pressing challenges facing our world today.

But hey, it's not all work and no play! From epic team-building activities to exclusive networking events, there's plenty of fun stuff lined up to keep your spirits high and your energy levels soaring.

So, what are you waiting for? Seize the opportunity to kick-start your career with Sanlam's Graduate Programme and become the hero of your career!

Apply now and let's make magic happen together!
<https://linktr.ee/sanlamgradprogramme>

2024/25 FAIR PARTICIPANTS

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Entelect
KPMG
Mercedes-Benz South Africa - IT Hub
Open Box Software
Standard Bank
Wirk

General Careers Fair

Aberdare Cables
Batsamayi Software Development (Pty) Ltd
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Edward Snell & Company
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Lactalis SA
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Shoprite Checkers Pty (Ltd)
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Accounting and Law Day

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Did you know?

FISA has developed an extensive archive of fiduciary-related court case summaries. You can read these on our website under “Court cases”.

Find out more at www.fisa.net.za or contact secretariat@fisa.net.za

Join us



PLACEMENT SERVICES

The Career Services department seeks to optimise the provision of graduate and student recruitment services to internal and external stakeholders seeking to employ the institution's graduates and students.

This serves as an invitation to all students and graduates who require placement for 2024/2025.

FULL TIME PLACEMENTS FOR FINAL YEARS AND GRADUATES	PART TIME AND AD HOC PLACEMENT FOR STUDENTS
<p>To enable us to update our database and assist you in finding the necessary placement, we need you to send us the following documents in a specific format.</p> <ul style="list-style-type: none">• Please send us your CV, academic record and proof of qualification (graduates)• Do NOT attach your ID, matric certificate and recommendation letters.• All of these documents should be in one attachment• The attachment must not exceed 1MB!• Name this document in the following way: name surname - month sent (E.g. Molly Jones – July 2024) <p>In the subject line of your e-mail, state your specific discipline and year of Study: <i>final year, Graduate or Post graduate</i> (E.g. BCom Accounting – graduate)</p>	<p>Applicable to students seeking part time and ad hoc placement, e.g. handing out flyers, student assistantship, stocktaking, compiling of databases or any other small jobs.</p> <p>The Career Services department keeps databases of students who seek ad hoc employment.</p> <p>Download the Part Time form from our website: http://careerservices.mandela.ac.za</p> <p>In the subject line of your e-mail: Part Time Form</p> <p>Emails may be sent to: careerservices@mandela.ac.za</p>



Four things that count when a South African Graduate looks for work

South Africa's private higher education sector has grown rapidly since 1994, when the education system began to expand under democracy. The number and types of private institutions have increased and student enrolment more than doubled between 2011 and 2019.

There are currently 130 registered private higher education providers. These institutions enrol about 210,000 students, and produced more than 42,000 graduates in 2019. The sector is diverse in terms of institutional reputation, size, ownership, fee structure and student demographic.

In South Africa, the term "university" is reserved for public higher education institutions according to the Higher Education Act. Consequently, private higher education may be perceived as not on par with university education. But there's little difference between the sectors as far as qualification standards are concerned. All private institutions must be registered with the Department of Higher Education and Training, and need to comply with the same programme accreditation and quality assurance requirements as public universities.

One advantage that private institutions may have – because they are smaller – is the flexibility to adapt their offering relatively quickly to meet the

needs of the market. Many deliver niche vocational programmes, using industry experts as educators, with the specific intention of producing more employable graduates.

But do they? Between 2018 and 2020 I conducted research into whether this goal was being achieved. I evaluated the opportunities provided by private higher education institutions in South Africa and the employability of their media graduates, specifically. I found that the percentage of graduates who found employment was relatively high. But the employment outcomes varied between graduates, strongly shaped by personal biographies as well as enrolment choices and options, and mediated by type of institution. These findings may be of use to higher education managers, educators, researchers and policy makers. Attention needs to be given not only to the knowledge and skills graduates require for employment but also the other factors that give graduates a better chance of earning a decent livelihood and participating in society.

Employability of graduates

The research focused on graduates who studied to work in journalism, public relations, graphic design, creative and visual communication, including radio and television production and broadcasting. These fields are rapidly changing and increasingly

digitalised. Participants came from three private institutions – elite and non-elite – and had been in the workplace for between one and five years. I found that four things counted for employability: the reputation of the institution; networks and connections; experience; and type of work.

A qualification doesn't equate to a job. Within five years of graduating, 84% of the graduates were working. Yet some – mostly from disadvantaged backgrounds – remained unemployed. And it seemed their opportunities were diminishing.

Having a job doesn't equate to earning a decent livelihood. Many graduates were underemployed. Some had taken jobs in factories, retail or administration, merely to earn some income. One-third of the employed graduates earned less than R10,000 (\$700) a month, and 11% of those earned below R5,000 a month. That isn't far off the minimum wage. There was a pattern: most of the low wage earners were black graduates from non-elite institutions.

Experience is essential. Employers recruit from their industry network. Eighty percent of the study participants had participated in some form of internship to build a base of working experience. But the monthly stipend ranged from R2,000 to R4,000 (between \$130 and \$270), which barely covered transport costs. This means that graduates who can be financially supported by family take on internships. Those from poor families are less likely to be able to afford the benefit of these employment-enhancing opportunities and go in search of any job. Hence their disadvantage persists.

An institution's reputation counts. Employers partner with higher education institutions. They contribute industry-relevant input to the curriculum and teaching, and then recruit directly from the institution's pool of graduates. Employers admitted that they favour graduates from particular institutions

while those from other institutions are overlooked.

Equipped for the real world

Deeper analysis of graduates' employment status showed patterns of employment were divided along lines of race, socio-economic status, educational background and institution. These findings are similar to those of studies on the employability of graduates from public universities. They call into question the value of investing in private higher education, and whether private institutions provide equitable opportunities for all graduates.

The findings confirm that skills, knowledge and a qualification don't ensure successful employment outcomes for graduates. Higher education cannot overcome structural constraints such as a saturated labour market, weak economy and entrenched social inequality. More of the same from institutions, irrespective of the quality of the education, will likely continue to reproduce unequal outcomes.

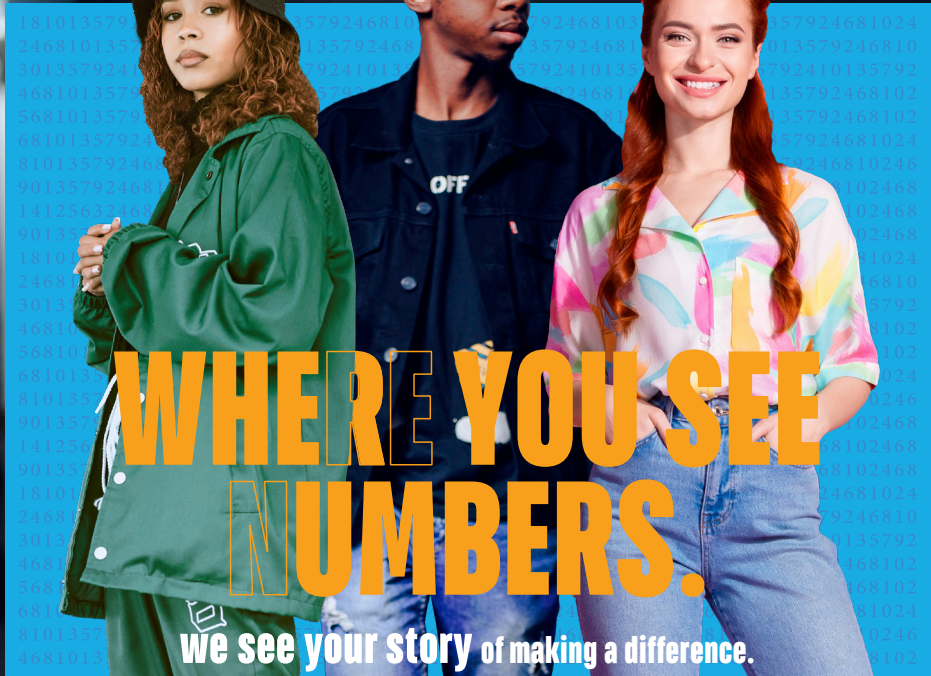
The need for private institutions in South Africa to take note of this reality is even more important in the context of COVID-19 and the recent social unrest, and the implications of these macro issues on graduates' livelihoods and lives. Policies should recognise that some individuals require different strategies, resources and ways of teaching to achieve the same outcomes as others. Students need to be guided and supported in their choices from the outset, learning how to build networks, gaining real work experience, and preparing for various types of work in a range of contexts.

Graduate preparation must move beyond employers and employment. Institutions ought to focus on enhancing graduates' abilities to navigate their way in society, to respond to opportunities to work and earn, and to be adaptable so they can thrive in an uncertain world. DM/ML

Source: <https://www.dailymaverick.co.za/article/2021-08-08-four-things-that-count-when-a-south-african-graduate-looks-for-work/>



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The Ultimate Guide to Using AI & ChatGPT for Job Applications

At the heart of its service, ChatGPT is an advanced artificial intelligence program capable of understanding and processing natural language. But let's dive in a little deeper. ChatGPT is a state-of-the-art language model developed by OpenAI. And it generates human-like responses to natural language inputs. In other words, ChatGPT can understand and interpret your text and provide relevant, valuable replies based on its vast knowledge base and machine learning algorithms. ChatGPT can be used for many different purposes, like language translation, content creation, career advice, customer support, and ... you guessed it, job applications.

What are the benefits of using AI in your job applications?

Using AI like ChatGPT for the entire job application process can provide significant advantages in today's competitive market. Some of these benefits include:

- **Saving time:** An AI-powered tool can help you create tailored resumes and cover letters quickly and easily. With tools like an AI Resume Builder, you can add your information once, then select which work experiences to include in each resume to best fit the job you're applying for.
- **Increasing efficiency:** Automate repetitive tasks like job tracking to maintain organizing, application status information, and follow-ups. (Check out Teal's Job Application Tracker feature to see for yourself.)
- **Personalizing:** Analyze your skills, experience, and preferences to create personalized job recommendations and help you find opportunities that fit your background and career goals.
- **Improving success:** By generating tailored resumes and cover letters, you'll stand out from the competition and increase your chances of landing a job interview and, ultimately, a job.
- **Enhancing skills:** A tool like ChatGPT can provide feedback and insights on your job search strategies, helping you identify areas for improvement and develop new skills to improve your employability.

What are the challenges with using AI in your job application process?

While technology like AI is incredibly beneficial, it can also have drawbacks. So what are some challenges you should consider when using tools like ChatGPT across your job application workflow:

- **Lack of personal touch:** AI is programmed to scan a large amount of information and identify information based on predefined criteria. While this can be efficient, it can also be impersonal. Artificial intelligence may not consider other important factors that a human recruiter or talent acquisition representative might consider.
- **Misinterpretation of data:** AI can misinterpret data or miss important details, leading to incorrect identification of skills. This can be frustrating for any job seeker looking for a specific job or with a particular skill set.
- **Limited ability to judge soft skills:** While artificial intelligence is good at identifying hard skills (like programming languages or certifications), it could be more proficient at identifying soft skills such as communication or teamwork.

Use ChatGPT to tailor your resume to a job description.

Every job has a unique set of required skills, and not all roles — even in the same industry with similar titles — seek the same qualifications. And while some responsibilities might carry over, you can stand out if you tailor your resume to a job description, highlight what you've done that's pertinent to the role, and seamlessly incorporate relevant language and keywords.

So, how does it work?

If you haven't already jumped on the ChatGPT bandwagon, you'll want to create a free account. Once you've logged in, follow these steps:

1. In the prompt, type "Write resume achievements with metrics based on these job responsibilities. "
2. Then, Use "shift + enter" to separate lines, and paste the job description you want your achievements tailored to below.
3. After you've finished and are satisfied with the output from ChatGPT, copy and paste them into any document you can edit directly.
4. ChatGPT gave you a good starting point; now, carefully read the content and input your data

from previous roles in the metrics.

5. Finally, double-check accuracy, grammar, and spelling.
6. Once you've made any necessary changes, copy the final content as bullet points into your resume.



ChatGPT



Examples

"Explain quantum computing in simple terms" →

"Got any creative ideas for a 10 year old's birthday?" →

"How do I make an HTTP request in Javascript?" →



Capabilities

Remembers what user said earlier in the conversation

Allows user to provide follow-up corrections

Trained to decline inappropriate requests



Limitations

May occasionally generate incorrect information

May occasionally produce harmful instructions or biased content

Limited knowledge of world and events after 2021

Use ChatGPT and AI to speed up your job applications!

To lessen the workload of what's become an elaborate and arduous operation, it's vital to leverage technology like AI and ChatGPT to increase efficiency in your job search and application process. So, let's get into it!

systems more natural and safe to interact with. Your feedback will help us improve.

Use ChatGPT to answer your job application questions!

When it comes to job applications, some of the questions asked overlap with what's already mentioned in your resume or cover letter. Questions like "What were your responsibilities in your previous role?" or "Can you share a project you're proud of and the results it achieved?" are expected. But don't worry; you can leverage artificial intelligence and the information in your application materials to help you answer these questions efficiently.

So, let's explore how you can use these tools to do so. The example below will help us answer the question, "what experience do you have in growth marketing?"

In the ChatGPT prompt, type, "Skim my resume below to identify my previous experience in growth marketing. Write a paragraph answer in persuasive, intellectual, and clear language describing my specific content marketing experience as though you were me."

Then, use "Shift" + "Enter" to separate the lines and paste the text from your resume.

Try this a few times until you're satisfied with the results.

Once you've finished, copy, and paste your results into any document you can edit directly. Then, carefully read the answer, checking for accuracy, spelling, and grammar.

After that, copy and paste the response into the application, and you're all set!

Use ChatGPT to write a personalized cover letter! Many jobs you apply for may request a customized cover letter that speaks specifically to the company and position. Much like unique resumes, cover letters should highlight what you've accomplished relevant to the role while persuading those hiring that you're the best fit for the job. It might sound complicated,

but it doesn't have to be. Using ChatGPT to write your cover letter can make this practice seamless.

1. In the ChatGPT prompt, type "In 150 words or less, craft a conversational and persuasive cover letter for a job application to [company] as a [position], incorporating the details provided below."
2. Then, use "shift + enter" to separate lines, and include your resume and the job description.
3. Try this a few times until you're satisfied with the results. And remember, ChatGPT is only as good as the prompt you write. Being specific with your needs will help generate ideas — play around with it!
4. Once you've finished, copy and paste your results into any document you can edit directly. Then, carefully read the letter. Does it sound like a person wrote it? (This is why using the word "conversational" is vital in the prompt!) Does it accurately speak to what you've done and what you're capable of?
5. After you've made any changes, double-check grammar and spelling, then copy and paste it into a cover letter template. (Pro Tip: Follow these same steps for writing your professional summary; just change the prompt to, "In 50 words or less, craft a conversational professional summary for a job application to [company] as a [position], incorporating the details provided below.")

Source: <https://www.tealhq.com/post/ai-chatgpt-for-job-applications>





How to remain Employable in the 21st century

Good contacts, solid interpersonal skills, and online interview flair are key to standing out in the graduate jobs market.

Today's graduates are entering a buoyant jobs market, but they face ever-greater competition from their peers.

Several important trends are shaping the experiences of graduate job seekers: automation; the growing importance of online interviews and presentations; a shift in focus to personal attributes and work experience; and the interplay of contacts and personal "capital".

Having a decent set of contacts on LinkedIn could help the jobs come to you. Graduates need to take control of this area.

I think many people have underestimated just how quickly recruitment is changing. Employment across numerous sectors is being automated, and this applies to the recruitment process too, where there has been a significant increase in the use of artificial intelligence (AI).

Many of the leading graduate recruiters now record videos of applicants responding to gamified interview questions. These can then be assessed by a computer running a complex algorithm.

So, it's important for students that they spruce up their presentation skills – which differ according to whether an interview takes place in person or online. Looking at the camera during a video call – instead of at the interviewer's face – creates a much better impression, for example.

What else makes a graduate more employable? With companies looking for candidates who can show they are "passionate", "enthusiastic" and "committed", it's important to demonstrate behavioural

characteristics that match their wish lists.

I've been doing some research into "zombie" jobs – jobs that still exist but, because of automation, AI and robotics, are in the process of changing, and are becoming gradually dehumanised. If you look at the financial services sector, for example, change is occurring rapidly, with AI taking over areas that were once reserved for specialists. Employers are still recruiting lots of graduates, but they are prioritising communication skills and the ability to work effectively with others. They want their graduates to project an image of the organisation.

To help our students remain employable into the 21st century, we are developing the concept of ICE – Innovation, Creativity and Enterprise. We think that graduates who focus on these core areas will remain employable, regardless of the onset of AI, but they will need to be able to point to examples of how they have used these skills in an interview.

That can be hard for a 21-year-old, who may not have had a great deal of experience. Which is why it is so important to get as much work experience as possible while at university, or on a gap year. The other component that will prove invaluable for graduates seeking to land a good job is contacts. Parents may be able to offer some assistance here, through associations they have made during their careers, but graduates should take control of this area themselves. Having a broad and diverse set of professional contacts on LinkedIn could even help the jobs come to you.

Your university careers service should be able to help you make contacts and give you an insight into how you can best market your skills and ambitions. No one should graduate from university without a great LinkedIn profile and a wide network of contacts.

Dr Paul Redmond is director of student experience and enhancement at the University of Liverpool

Source: <https://www.theguardian.com/education/2018/jul/09/how-remain-employable-21st-century-graduates>

Graduate Attributes – What do employers want?

Graduate attributes represent a package of knowledge, skills and understanding you'll need to impress potential employers. As a new employee you'll need to have the knowledge, skills and key attributes to be a success in the role, (and possibly the potential to grow).

This leads to three areas of focus:

1. Job related knowledge and skills
2. Transferable employability skills
3. Cultural fit and attributes that align with the organisation



Job-related Skills

Technical and subject knowledge: this one is rather obvious, in that if an employer needs a specific degree, then you'll need to have it! However, this can extend to having industry-specific qualifications, expertise in using specific equipment or software, etc.

Relevant work experience: Nearly two-thirds of graduate employers warn that graduates with no previous work experience have little or no chance of receiving a job offer on a graduate programme (The Graduate Market High Fliers: 150 of UK's largest graduate recruiters).

Employers themselves are helping to address the experience gap, with many offering work experience and placement opportunities.



Transferable Employability Skills

Transferable employability skills are general competencies and behaviours that will help ensure that you are work ready. They can be applied across a range of different jobs in different industries. They are usually picked up over time and with experience, and can be gained from previous positions, but also from charity and voluntary work, hobbies or just from life itself.

Some of the top skills employers look for in graduates include (in no particular order):

Commercial awareness

- Business acumen
- Customer awareness

Communication skills

- Articulacy and literacy
- Listening skills
- Calmness under pressure
- Networking skills
- Digital literacy
- Numeracy
- Persuasion and influencing skills

Emotional intelligence (refers to the ability to identify and manage one's own emotions, as well as the emotions of others.)

- Self-awareness: reflective, confident...
- Self-management: adaptable, conscientious, controlled...
- Self-direction: motivation, positive attitude, willingness to learn...

Leadership (or Leadership potential)

- Challenging and enquiring
- Decision-making skills
- Initiative / Pro-activity
- Creative problem-solving, innovative

Team working

- Interpersonal skills
- Understanding others
- Collaborative and Cooperative
- Empathetic
- Conflict Management skills

Time management

- Organisational skills
- Prioritisation
- Ability to work under pressure
- Delegation
- Resilience

Cultural fit

Employers want candidates who will fit into their organisation and work well with the rest of the team. Your personality matters. Your working style, your mindset and your work ethic need to match that of the organisation.

To be successful, you also need to work somewhere that fits with your own beliefs, values and needs. Employees tend to stay longer, be happier and be more productive in organisations where they feel they 'fit'.

Understand what you value at work, and you can make sure the roles and organisations you apply to work at will suit you.

How can you develop your skills?

Firstly, be aware of the skills you need and the skills you already have. Understand your personal 'gaps' and then look to fill them.

If many of the employers recruiting for your #1 dream job require a certain skill, make sure you gain it, and make sure you can evidence it too. This can include a range of things, for example an industry specific qualification, knowledge of a particular piece of software, or a practical skill.

Job / industry-specific skills and transferable skills can be acquired through:

- Choosing the right options during your current University course
- Further study: short courses through to postgraduate study
- Extra-curricular options at University
- Volunteering
- Work experience / Internships
- Hobbies and Interests

Source: <https://www.gradsouthwest.com/careers-advice/news/graduate-attributes-what-do-employers-want/270/>



Next steps?

Now it's time to assess your own skills, your values, and what matters to you. Then you can look to put in place a Careers Action Plan to get yourself truly career ready.



10 TIPS to make you more Employable after Graduation!!!

Graduating from university is exciting, but it can also be daunting. How long will it take to find a job in your field? Will potential employers expect you to have real-world experience as well as academic knowledge? How can you make yourself as employable as possible?

Here are 10 things you can do to get job-ready in the lead up to life after graduation.

1. Understand the employment landscape in your field

Every industry has a unique employment landscape. For example, pharmacy undergraduates enjoy a full-time employment rate of 95.7% four months after graduation, while creative arts students face a steeper challenge with 52.9% employment. Factors include demand for skilled workers and whether or not industries have established career pathways such as placement programs.

Some practical ways to improve your understanding of the jobs landscape in your field include:

- Following blogs and credible sites that keep you abreast of industry news. Is the industry facing long-term growth or shrinkage?
- Keeping an eye on job boards to gauge how many jobs are posted in your field, how often, and where they are located.
- Connect with people in your field and ask them about career pathways into the industry. Networking is so important!
- Know what to expect in terms of average starting salaries in your industry.

2. Invest time into internships or work experience

One of the most common frustrations among job-seekers is that so-called “entry-level” roles require experience. It’s a catch-22 situation: how can you get a job without experience, and how can you get experience without a job?

The answer lies in internships and work experience. These programs give graduates practical skills, a greater knowledge of the industry, and all-important workplace experience. In exchange, the employer benefits from your voluntary or low-paid labour, usually involving low-level, office-based tasks.

Getting on-the-job experience is an effective way of making yourself work-ready and in some cases, can even lead to a full-time job.

But- be aware that internships are sometimes problematic. Unpaid interns can be exploited by unscrupulous employers, and the practice is known to worsen income inequality as not everyone can afford to work a volunteer job.

Become familiar with job descriptions in your field to determine if internships or work experience are a must-have in your targeted profession.

3. Understand where to look for job opportunities

Where do employers in your industry advertise job opportunities? Places to look for jobs include:

- Industry-specific job sites such as ArtsHub
- Company careers pages
- LinkedIn and other professional networking platforms
- Word-of-mouth referrals or unadvertised jobs found through your network
- Recruitment agencies

4. Consider improving your employability with further study

Postgraduates are around 10% more likely to find full-time employment within four months of graduation than undergrads.

Before making the decision to embark on further study, ask yourself:

- Can you afford the costs involved in further study? How long will it take before you can expect a return on investment (ROI)?
- Are higher degrees valued/expected by employers in your field? Are they a “must have” or a “nice to have”?
- Is there an opportunity to gain some practical experience during the course of study?

5. Get your resume in order

Write a winning resume to get yourself noticed by employers. At this stage in your career, it will be weighted more towards your academic history than work experience, but you can expect this to change over time.

Keep the document short and sharp by using the following basic framework:

- Contact details
- Brief overview and key strengths
- Work history (if any)
- Education and training
- Referees

Make sure you identify keywords from the job ad and include them in your resume to help it get past any potential screening process. There are plenty of templates available to download, and professional resume writers are available to hire if you need some guidance.

6. Look into grad programs

Graduate programs are harder to get into than internships, as they’re geared towards fast-tracking future leaders into a specific organisation. Grads benefit from networking opportunities, competitive salaries, training programs, and professional development opportunities to gain experience in multiple roles through a rotation program. At the end of the program, a grad will typically be offered a full-time role.

Grads get a lot more support and attention than interns, but in exchange, the work tends to be more demanding with a greater level of responsibility involved. Grad programs range from six months to three years in length.

7. Make use of your university's career programs

Most universities have a career guidance office or program to help students transition to employment. The great news is that as universities are increasingly ranked on graduate employability by companies, they are stepping up their career guidance offerings.

Programs include:

- Mentoring programs connecting students with alumni mentors
- Career consultants available for drop-in meetings
- Job boards and other online career resources
- Careers fairs.

Make the most of all of these!

8. Network, network, network

An incredible 46% of jobs are found through networking, which is the most effective way of accessing the hidden (unadvertised) job market.

Some ways to network include:

- Take advantage of any university programs offering connections to industry
- Look for ways to help out others – hopefully, an opportunity to return the favour will present itself at some stage
- Join industry-related groups in your field
- Join non-industry-related groups such as alumni associations or Toastmasters!
- Treat everything as a networking opportunity
- Get into the habit of building a contact list

Networking can take place face-to-face or online through sites such as LinkedIn.

9. Optimise your online presence

At present, the world of professional networking is dominated by LinkedIn. 90% of recruiters regularly use LinkedIn, which means you need to be on the site, whether you like it or not. It's common practice for employers reviewing resumes to correlate them against your LinkedIn profile as well.

Tips for making yourself employable on LinkedIn include:

- Using a professional profile photo
- Having an eye-catching headline that is more

than just a job title

- Spending time growing your network in your field
- Keeping your list of skills and experience up-to-date
- Asking others to recommend you on LinkedIn
- Participating online by commenting and sharing
- Becoming a blogger and using your content to start conversations.

Outside of LinkedIn, it's worth reviewing any other social media platforms you use. Look at anything that is publicly accessible and remove any photos or posts that may not impress a future employer. One of the most effective ways to do this is to make your Facebook profile private.

10. Get your background checks completed and up to date

Part of making yourself employable involves making the hiring process as easy as possible for the employer. Take the initiative by anticipating what potential employers will need from you in terms of background checks, and ensure they are up-to-date and ready to go.

Depending on your industry, these may include:

- Ensuring your national police check is current.
- Likewise, if you plan to work in an industry with or alongside children, ensure your working with children check is current.
- Lining up two to three contacts who have agreed to partake in a reference check.
- Having proof of academic qualifications and past employment history.
- Having paperwork such as a valid passport for a work entitlement check.
- Ensuring your license and traffic checks are up to date.

Following the 10 steps above will help give you the edge in landing your first full-time job after graduation. Good luck out there!

Source: <https://cvcheck.com/articles/10-tips-to-make-more-you-more-employable-after-graduation/>



How to email your CV tips to getting yours read first

What should your email look like when sending your CV?

If you're emailing your CV to a company, it's important to get everything right. Since this is your first interaction with a potential employer, you'd want to get off on the right foot and make a positive impression. So, how can you hit the mark?

Emailing your CV – top tips

It's essential to follow the job application instructions when emailing your CV. Employers are generally quite specific in what they want to see included in CV email applications (e.g. subject line, recipient, format, etc.). It's smart to play by their rules if you want to avoid being eliminated in the first round.

For roles where specific instructions are not set out, we recommend the

following tips when emailing your CV:

1. Format your CV and cover letter correctly

Name your files succinctly and clearly. This is the first time an employer will encounter you, making it all the more important for your materials to be both professional and easily identifiable. Here are some filename examples:

- *Joe-Bloggs-CV.docx or Joe-Bloggs-Cover-Letter.docx*
- *Joe_Bloggs_CV.docx or Joe_Bloggs_Cover_Letter.docx*

Always send your CV and cover letter in the format the employer asks for.

Before choosing your file format, read the job description thoroughly to see if the employer prefers a certain file type.

Otherwise, there's no clear-cut answer for which format is best for emailing your CV. Generally, the best CV format when emailing your CV is a Word document (in .doc or .docx format). A PDF is often acceptable, but they're not always compatible with applicant tracking system software, making it hard for employers to properly read your CV.

2. Perfect the subject line of your email

Recruiters receive hundreds of emails every day. Be sure to write the perfect subject line when emailing your CV to ensure that it ends up in the right place and grabs the recruiter's attention.

The key to getting this right is keeping it simple. As such, your email subject line should include a combination of the following elements:

- Vacancy or job title
- Your first name and surname
- Reference number or Job ID (if specified)

Additionally, don't try to be clever when it comes to this part of your application. Writing something snazzy like "I'm the best candidate" might not have the effect that you imagine. Of course, in some cases, the job advertisement will be clear about what you should include in the subject line.

3. Send a short message with your CV

If the employer has asked you to attach your CV and cover letter, the body of the email shouldn't duplicate the content of these documents. In this case, only write what's relevant and keep your email brief, reiterating the job you're applying for and the value you'd add to the company. More importantly, make sure that your CV and cover letter are attached for their review.

If the prospective employer has only requested a CV as an attachment, it's a good rule of thumb to also attach your cover letter. Treating the body of the email as your cover letter can be tricky since it ends

up looking like a wall of text. Unless the advert says otherwise, don't do this.

4. Outline the purpose of your email

Hiring managers aren't exactly flush with time. When you're emailing your CV to them, open your message politely and get straight to the point. The first line of your message needs to let them know what the purpose is. That way, they will instantly understand what they can expect from your email.

Here's an example of how that might look:

"Dear Mr. Smith,

I am writing to you to apply for the advertised role of Content Writer at Handsworth Associates."

When you've outlined the main point of your email, you can add in why you think your experience makes you the ideal candidate for the job. However, you should avoid repeating the content of your cover letter, especially if this will be attached to the email itself.

5. Include a call to action at the end

Finish your short message with a call to action.

For example, you can say you're eager to meet in person to discuss how you can contribute to your prospective employer's success, suggesting your availability for a screening call or interview.

Take the time to carefully proofread your message and CV before you send them. If your email is packed with a bunch of spelling mistakes and grammatical errors, the hiring manager won't be impressed.

6. Don't forget your email signature

It's important to add an email signature featuring your contact details so the recruiter knows how to get in touch with you at a glance. In your signature, include the following:

- Your full name
- Your contact details
- Link to your website or professional page

If you have any business-related social media profiles, such as a LinkedIn profile, include it in your signature as well. You can use hyperlinks so that they are clickable.

7. Attach your CV and cover letter

Once your email message is ready to send, you need to attach your CV and cover letter to your message. In most cases, you can do this by clicking the paperclip symbol or the word “Attach.” Don’t miss this vital step of the process – you don’t want to end up looking foolish or awkwardly emailing the hiring manager again just to send these.

8. Always send a test message first

Before you click “Send,” send a test message to yourself to be sure the email message is perfect and that all your attachments come through. You may also wish to send a copy of the message to yourself for your records by adding yourself as a BCC (blind carbon copy) recipient.





Emailing a CV – template

Following our tips above, here's an email template that you can use when sending a short message with your CV:

Email subject options:

- [Position] application | [Your full name]
- Application for Job [Job ID] | [Your full name]
- [Position] application | [Job ID] | [Your full name]

Dear [Name of hiring manager / Sir/Madam],
I am writing to you to apply for the [position] vacancy in your company. With a background in [cite relevant skills or experience specified in the job advert], I believe that I have the skills necessary to contribute effectively to your team.

Please see my CV and cover letter attached for your review. If you need any other additional information, please let me know.

Thank you for your time. I look forward to discussing my application in more detail with you.

Kind regards,

[Your full name]

[Mobile number]

[Website or LinkedIn profile link]

Get ready to email your CV

When you're applying for a job via email, you want to make sure that your CV gets read first (and fast!). Remember to keep your message and attachments clear and complete when emailing your CV. That way, you remove any potential barriers for the hiring manager, instantly boosting the chances of your application being read and – ultimately – landing that job interview.

Source: <https://za.topcv.com/career-advice/tips-sending-cv-via-email>

What is the Importance of Digital Skills in the Workplace?

The demand for digital skills in the workplace has never been greater, and in a progressively digital world developing these skills can have a hugely positive impact on your life. With an ever increasing number of people working remotely, and **82%** of all jobs in the UK listing digital skills as a requirement, being adept in a wide variety of these skills is vital for your career.

Whilst it's easy to think your digital knowledge is good enough for the workplace, recent research has shown that **52%** of employees lack important digital skills. But what are these skills? In this article, we will define what digital skills are, provide examples, discuss why they're vital in today's work environment, and provide insight on how to improve your digital skills.

What are Digital Skills for the Workplace?

Digital skills can be hard to define, particularly as **feedback** from businesses reveals that the phrase encompasses numerous skills and capabilities. In short, it refers to any skills needed to effectively operate in an increasingly digital world.

Digital skills are broadly described by **UNESCO** as the ability to use digital devices, communication applications, and networks to access and manage information. They allow us to create and share content, communicate, and collaborate globally and instantaneously. It is important to keep in mind,

however, that these skills range significantly, and whilst they can be data and IT focused, they also include core skills such as problem-solving and communication.

Whilst they range from entry-level tasks to advanced abilities, all digital skills are highly transferable and are now considered to be a critical component for employability. As the use of digital technology and automation is transforming the jobs market, **transferable skills**, particularly those in the digital sphere, are becoming more and more sought after.

The Digital Skills Gap

Despite a rise in the use of technology, there is a large digital skills gap which is causing a multitude of issues. Digital skills shortages not only hold individuals back from finding work and progressing in their career, they also have a negative impact on the overall growth and productivity of the UK economy.

Additionally, and perhaps surprisingly, this affects individuals of all ages. Just **1 in 5** young people are confident they have the advanced digital skills an employer needs.

Add to this the fact that the digital skills required by employers are constantly changing to keep up with technological advancements, and it's clear we need to do more to ensure a greater number of individuals are developing digital skills for the workplace.

Examples of Digital Skills

The **digital skills** you need will depend on the type of career you're pursuing, however there are some essential skills that are increasingly required in almost every job. These are skills that everyone should aim to develop.

Essential Digital Skills:

- Email and instant messaging
- Word processing
- Social media for business
- Web-based research and problem solving
- Data entry and handling
- Behaving safely and legally online

Additionally, developing more advanced digital skills may give you an advantage in specific technical careers such as marketing, design, development, and data science. With **85 million** jobs expected to be displaced and another 97 million created by 2025, of which many will be technological roles, the demand from employers for these more advanced digital skills will continue to increase.

Advanced Digital Skills:

- User experience design
- Coding
- Programming, web, and app development
- SEO, SEM, and content creation
- Data analysis

Why are Digital Skills Important for Work?

In today's world, technology plays an increasingly important role in the economy and society as a whole. Businesses need to stay on top of the changing digital landscape in order to remain competitive, so there's a huge demand for skills that didn't even exist a few years ago. Therefore individuals need to continuously **upskill** themselves to remain employable.

The Benefit of Digital Skills for Employers

Having a workforce with a variety of digital skills has numerous benefits for your business. Being able to embrace new technology in the workplace helps to

streamline working processes, meaning less time is spent on repetitive tasks and staff are freed up to focus their efforts on higher value work that helps both you and your employees to meet objectives.

Overall, the improvement in efficiency produced by digital technology creates space for businesses to be more collaborative and innovative. This in turn builds an exciting and productive work environment to be a part of, leading to improved staff retention and acquisition.

Given these numerous benefits, it's no wonder businesses expect the vast majority of their workforce to have the digital skills needed to embrace the use of new technology.

The Benefit of Digital Skills for Employees

Whilst digital skills are essential to employers, they also have huge benefits for workers too. Having the key digital skills needed to help drive a business forward can be incredibly empowering, and helps employees feel more confident and secure in their roles.

Nowadays, jobs traditionally carried out by people are increasingly being replaced by automation software, however research shows that having the right digital skills can help workers **reduce** the risk of their role becoming automated by **59%**.

Furthermore, demonstrating a variety of digital skills often results in a higher salary, with roles requiring digital skills paying on average **29%** more than roles that do not. Therefore, developing digital skills for the workplace not only aids employability, job security and career progression, but often generates a financial boost too.

The Benefit of Digital Skills for Students

For individuals who are looking to enter the job market, digital skills may be the key to standing out amongst a multitude of possible candidates. With the vast majority of job vacancies requiring digital skills, investing in learning a range of these skills is one of the best ways to increase your chances of

being hired for your desired role.

Today, many jobs are only advertised online.

Even before the interview stage, job applications demonstrate your level of digital skills to a certain extent, and this is something employers will be looking out for. Many applications now include a range of online tests and forms to assess your abilities before an interview. Obtaining the right digital skills could prove a huge help in completing these early assessments successfully and progressing onto the next stage of the application process.

How to Improve Essential Digital Skills

It's clear that having a range of digital skills is essential to thriving in today's working environment, but how do you gain and improve these all-important skills?

Luckily, there are plenty of ways to increase your digital skill set, and not all of them are expensive or time-consuming. Whether it's from learning on the job, **online**, or through face-to-face training, there are plenty of opportunities to acquire new digital abilities and **upskill** yourself. Use these methods to get started:

Improve your Digital Presence

It may sound obvious, but one of the most effective ways to improve your digital skills is to spend more time online getting well-acquainted with the web's most used functions.

This may include building a social media presence in order to stay up to date with the latest online trends, or using communication software such as email or instant messaging platforms to improve your ability to convey ideas and collaborate online.

The more time you spend in the digital sphere, the more confident you'll feel navigating it and your digital skills will grow organically.

Complete Online Training Courses

If you're looking to learn a new skill needed to get ahead in the workplace, online learning is a fast and flexible way to gain and retain information.

Online training is now seen as a more effective method of learning than traditional face-to-face instruction, and this is reflected in its growing popularity. **79%** of learning and development professionals revealed that they expect to spend more on online learning than they did three years ago, and it's not hard to see why.

E-learning allows you to learn in a faster and more flexible way, from any location, and from any device.

In fact, a recent study reveals that individuals taking courses on their smartphone finished on average **45%** faster than other methods without compromising the effectiveness of their learning. This creates an estimated **4,270 hours** of extra productivity.

Here are our top 3 online digital skills courses to get you started:

GDPR

Introduction to Cyber Security

Social Media Marketing

Shadow a Friend or Colleague

Chances are, you already know people who possess the valuable digital skills you need for the workplace. So why not use their knowledge to expand your own? Shadowing gives the opportunity to work with someone who has a different role and skill set to you, so you can learn from their experience.

Whether it's someone who uses essential day-to-day digital skills, or an acquaintance with an advanced technical job you aspire to, shadowing is one of the best ways to get a feel for what abilities are needed to succeed in certain workplaces.

Source: <https://www.highspeedtraining.co.uk/hub/digital-skills-for-the-workplace/>

Digital skills can help you increase your employability prospects, advance your career, and make the most of modern technology. In an increasingly digital world, it's important to have a variety of essential digital skills, and a good idea to increase your knowledge of more advanced ones, to upskill yourself and help close the digital skills gap.



Andiswa Landingwe

Year of Graduation: 2023

Qualification(s): Higher Certificate Business Studies, BA Development Studies, BA Honours Development Studies

| What company/organization do you work for now? What is your job title?

Working for the Engagement Office at Nelson Mandela University under the Hubs of Convergence. My job title I work as Project Assistance.

| How did you become interested in your field?

When I chose Development Studies, I honestly didn't know what development studies were I went on Google and did my research I saw Economics as a Major. So, economics made me interested in the field.

| What skills or knowledge did you learn throughout university that you found most useful in your career?

Communication skills

Confidence and believing in myself.

Ability to work in a team.

Research

Engagement

| What extracurricular activities did you participate in? How did your involvement in these activities help you in your post-university paths?

I did not participate in other activities, guess I was too busy.

| How relevant is your degree to your current role?

Very relevant, the engagement office is related to what I have studied in Development studies. The engagement office is about the university being in service of the community, development studies are about developing communities.

| What do you enjoy most about your current career position?

Engagements with different stakeholders. In service of Communities.

| What have been the biggest challenges in your career?

The challenge is getting a job opportunity in a government position.

| Based on what you know now, would you pick the same career path?

Definitely

| What do you consider to be your greatest accomplishments (both personally and professionally)?

Being in the academic space, currently I'm doing my master's Research.

| What advice would you give to younger alumni or current students who aspire to follow a similar career path?

They must be patient with their first. Dev is a good career it just needs patience and what is also good about it you qualify for economics positions also since the economics module is the major in Dev. As a developing nation South Africa with so many socio-economic problems with needs more developmentalists that will bring change to our country.



Kamogelo Thabana

Year of Graduation: 2024

Qualification(s): BA Media Communications and Culture

| What company/organization do you work for now? What is your job title?

I work for the Engagement Office as a Media and Communications assistant.

| How did you become interested in your field?

I have always been interested in anything that has to do with being creative and designing stuff, and the interest grew even more through visual communications, which is a module I was doing in my undergraduate.

| What skills or knowledge did you learn throughout university that you found most useful in your career?

As a Media and Communications assistant in the Engagement Office, I am putting all the theory and knowledge that I learned in my visual communications and design module into practice, which is very useful because now I get to have a real-life experience and understanding of why it was important to learn what I learned in my undergraduate degree.

| What extracurricular activities did you participate in?

I participated in the green society that was all about sustainability and taking care of our land and environment and encouraging healthy and environmentally friendly practices.

| How did your involvement in these activities help you in your post-university paths?

This participation made me realize the importance of preserving our environment because Earth is the only home we have, and making it sustainable for future generational use.

| How relevant is your degree to your current role?

My degree matches my current role completely because all that I have studied and majored in through my degree is just the practical version of all the theory I have studied.

| What do you enjoy most about your current career position?

I enjoy getting to work with other colleagues and learning new things each day about the Engagement Office and the relationships that it has with other departments in the University.

| What have been the biggest challenges in your career?

One of my biggest challenges has been adjusting to other roles and responsibilities beyond the position or title of my work, meaning that there are new things to learn each day which may be things you have never done before, and this can be challenging to do while meeting a tight deadline.

| Based on what you know now, would you pick the same career path?

Yes, I would still pick the same career. I love my job a lot and all the challenges that come with it because I believe this is all a learning journey and making me a better and stronger person for this career path.

| What do you consider to be your greatest accomplishments (both personally and professionally)?

I would say my greatest accomplishment is being able to have this job opportunity just a few weeks after graduating, while still pursuing my studies further. I feel that the independence this current role has given me is such a great accomplishment for me.

| What advice would you give to younger alumni or current students who aspire to follow a similar career path?

I would tell them to keep the faith, not lose hope, and remain resilient. That things work out eventually just the way they are supposed to, that they should work hard but continue to be patient with themselves and give themselves grace and appreciate the journey.



Smangele Madiya

Year of Graduation: 2023

Qualification(s): Diploma in Logistics

| What company/organization do you work for now? What is your job title?

I work at the Engagement Office as a project assistant.

| How did you become interested in your field?

I became interested in logistics when I encountered instances of stock not being delivered to stores. This sparked my curiosity about the supply chain process—how products move from production to distribution to the store shelves. I was intrigued by the challenge of ensuring that customers receive the right products at the right time, price, and quality. This curiosity led me to delve into research to understand the intricacies of logistics and supply chain management, ultimately shaping my career path in this field.

| What skills or knowledge did you learn throughout university that you found most useful in your career?

Communication skills

Teamwork skills

Adaptability

| How relevant is your degree to your current role?

My degree in logistics is extremely relevant to my current position as a project assistant at the Engagement Office. The academic information I obtained during my studies has been immediately applicable to the practical issues I confront in project coordination, workflow efficiency, and resource management. Furthermore, the problem-solving abilities and strategic planning strategies I gained have been critical in improving project outcomes and reaching company objectives.

| What do you enjoy most about your current career position?

What I appreciate most about my present job as a project assistant in the Engagement Office is the opportunity to work on a variety of projects that have an impact on different elements of the organisation. I love the dynamic and fast-paced workplace, which keeps me involved and learning. Furthermore, working with various teams and departments allows me to develop a wide grasp of the organisation and form solid professional relationships.

| What have been the biggest challenges in your career?

One of the most difficult difficulties in my career has been managing the complexity and unpredictability of project logistics. Ensure that all aspects of a project work together flawlessly, especially when dealing with tight timelines.

| Based on what you know now, would you pick the same career path?

Based on what I now know, I would pursue the same career route. My work in the Engagement Office has been both hard and rewarding, providing me with vital knowledge and prospects for advancement.

| What do you consider to be your greatest accomplishments (both personally and professionally)?

Personally:

One of my greatest personal accomplishments has been completing my Diploma in Logistics. This achievement required dedication, hard work, and perseverance, and it has laid a strong foundation for my professional career.

Professionally:

Professionally, my greatest accomplishment has been successfully managing and coordinating multiple projects at the Engagement Office. Through effective teamwork, strategic planning, and problem-solving

| What advice would you give to younger alumni or current students who aspire to follow a similar career path?

Build connections with professionals in the industry through internships, networking events, volunteering because these relationships an open door to job opportunities and provide valuable insights.



Xoliswa Senye

Year of Graduation: 2025

Qualification(s): BAhons (Public Administration)

| What company/organization do you work for now? What is your job title?

Engagement office
Project Assistant

| How did you become interested in your field?

I became interested in my field because I am passionate about contributing to a transforming society. I am driven by a desire to make a positive impact and be part of shaping a better future as a public servant.

| What skills or knowledge did you learn throughout university that you found most useful in your career?

Communication skills
Computer literacy skills
Creativity and initiative skills
Adaptability and Resilience
Team building and Teamwork

| How relevant is your degree to your current role?

As a project assistant, I get involved in community engagement programmes. These programmes encourage citizen participation in the decision-making which is a fundamental principle of democratic public administration. Most importantly these programmes improve the effectiveness of public service which public servants aim to do.

| What do you enjoy most about your current career position?

I have an opportunity to collaborate with communities and contribute to address societal challenges.

| What have been the biggest challenges in your career?

Not being given an opportunity to unleash your capabilities.

Having to be a worker and student at the same time.

| Based on what you know now, would you pick the same career path?

Yes, I would

| What do you consider to be your greatest accomplishments (both personally and professionally)?

Personally – pursuing my Honours

Professionally – Having to work at the engagement office as a project assistant.

| What advice would you give to younger alumni or current students who aspire to follow a similar career path?

Engage in volunteer work that relate to community involvement.

Make contacts with professionals in the field, go to conferences, and become a member of relevant groups.

Establishing connections through networking might lead to new opportunities and mentorship opportunities.

Choose mentors who can guide you, share their experiences, and support you as you navigate your professional path.



Zukhanye Mqamelo

Qualification(s): Higher Certificate in Banking, National Diploma in Human Resource Management, and an Advanced Diploma in Human Resource Management

| What company/organisation do you work for now? What is your job title?

Nelson Mandela University – Career Services Intern

| How did you become interested in your field?

I really enjoyed Business Studies and any chapter that had to do

HR it was easier to learn because it was interesting to me. When I discovered that there are different fields in HR and that even introverted can still excel in that career while still being behind the scenes, I was keener on studying it.

| What skills or knowledge did you learn throughout university that you found most useful in your career?

Computer studies because most admin work and other technical responsibilities need one to have computer knowledge/skills. Time management, being organised. The importance of the South African Laws (especially with HR related careers) as they are sometimes listed under requirements in job adverts. Presentations, even though I may still struggle a bit with talking in front of an audience, but I now know how to conduct a presentation with good PowerPoint slides.

| How relevant is your degree to your current role?

It includes placements; therefore, it may include some recruitment process. It also involves some administrative responsibilities that align with my career path. We engage with different stakeholders to ensure the successful

placement of students and graduates and ensuring that they have the opportunity to pick attires to kick-start their careers in their interviews. I make bookings for them to be assisted with Work Readiness Programmes like CV Writing. I get to assist with organising career fairs for them and exhibitors. I get to speak to students/ graduates during recruitment initiatives/exhibitions. I organise their CV and documents in our databases so all this work I do is somehow related to what I studied in some way.

| What do you enjoy most about your current career position?

I enjoy being a helping hand in diverse ways because I am not just placed on a single duty but an all-rounder that gets to learn the different channels and processes of student and graduate success and placement. I get to throw in a few ideas while I learn more about myself and what I am capable of when I am not afraid to be seen. Through criticism and guidance, I learn to do more, better.

| What have been the biggest challenges in your career?

Being able to come out of my shell and being confident enough to talk to large groups.

| Based on what you know now, would you pick the same career path?

Yes I would, even if it would mean pursuing it further in a corporate space.

| What do you consider to be your greatest accomplishments (both personally and professionally)?

Being part of the Nelson Mandela University alumni. Securing an internship shortly after my first graduation. Being able to make my family proud of my achievements and being their first child to do what I did and setting an example to my younger siblings.

Being part of an amazing team that guides, cares for me and that wants to see me win. A team that sees me as competent even when I do not feel like I am.

| What advice would you give to younger alumni or current students who aspire to follow a similar career path?

Even when you want to give it all up, try and stick it through. At the end of the day, there is a reason you wanted to pursue it in the first place, therefore seeing it through till the end will be more fruitful than what could have been. You are doing this for yourself, hang in there.

EMPLOYER *interviews*

BATSAMAYI®

To start, please tell us about yourself, your organisation, and the areas or fields you recruit for.

My name is Kelly Edwards, Executive Manager of BATSAMAYI SOFTWARE DEVELOPMENT (PTY) LTD. BATSAMAYI is a Level 1 BBBEE-certified software engineering firm based in Nelson Mandela Bay, and is driven by a vision to help Africa keep pace with the Best.

BATSAMAYI produces and facilitates the engineering of solutions-based products, and aligns with clients who share our passion for problem-solving and keep the dream alive - the dream of providing high quality, innovative software solutions for Africa.

The BATSAMAYI Team currently consists of over 50 qualified professionals, including Software Engineers, Software Quality Engineers and Cloud Engineers. These are the roles that we typically recruit for.

What common mistakes do recent graduates make on their CV's or during interviews?

We have found that Graduates often elaborate on their Academic history and success in great detail in their CVs. This is understandable, since many Graduates do not yet have work experience to include. However, Academics are not a sole reflection of competence. At BATSAMAYI we therefore prefer to see details included in CVs that give a sense of who a person is. For example, personal projects that have been completed; participation in societies or groups; or achievements in hobbies.



Interviews are an opportunity to get to know Graduates better, on a more personal level. While nerves are completely normal, we would encourage Graduates to be themselves and allow their responses to accurately reflect their character. If they do not know the answer to a question, it is better to be honest, and perhaps ask the Interviewer to phrase the question in a different way.

How can graduates make their CV's and cover letters stand out to you?

In their CVs, Graduates should include details that set them apart - perhaps the development of their own project, or the completion of courses or certifications over and above Academic qualifications. In short, CVs that highlight a Graduate's competence, enthusiasm and passion always stand out.

In terms of a cover letter, our advice is to keep it short and to the point. It should be an overview of who the Graduate is, their top skills or attributes,

and areas of expertise or interest. Ideally, it should not be longer than three paragraphs.

What are the top three skills you believe are essential for recent graduates to succeed in today's job market?

The skills that are essential for Graduates will vary depending on their Industry of interest, but in our opinion, the following skills are relevant across most industries:

1. Flexibility - No matter the industry, the job market continuously evolves due to technological advancements and changing trends. Being able to adapt quickly, and learn continuously, will therefore stand Graduates in good stead.
2. Communication - Interaction is inevitable in almost all industries and roles, be it between fellow team members or clients. Being able to communicate clearly and concisely - in both written and verbal contexts - is therefore a critical skill.
3. Competence - Being proficient in the Industry or role of choice should always be a top priority for Graduates. At BATSAMAYI competence is the most important consideration when evaluating potential candidates, regardless of Academic qualifications.

What advice would you give students to help them improve their chances of getting hired?

Graduates should focus on gaining experience in the field of their choice. This does not necessarily mean work-experience; it means deepening the understanding of the role the Graduate desires, and the industry it forms part of.

This can include additional courses or certifications, extensive industry research, engaging with others in similar roles, self-teaching skills necessary or beneficial to the role, or attending webinars or events. Having a better understanding of the role and industry the Graduate is targeting contributes to their competence, and is likely to inspire confidence

in recruiters or hiring managers.

How important are soft skills, such as communication and teamwork, for recent graduates in your organisation?

Soft skills are important in any role, but at BATSAMAYI they are critical. Teamwork is an integral part of a software engineering firm, since intense collaboration is required between multiple teams and stakeholders at all times. In conjunction, communication is a critical aspect of contributing to teamwork effectively, so is also very important.

How important are extracurricular activities and leadership roles in assessing a recent graduate's employability?

While engaging in extracurricular activities can provide insight into a Graduate's character, it is not necessarily a deciding factor in whether or not a Graduate is hired. The exception is if the activity contributes to the Graduate's competence.

In terms of Leadership roles, while notable, it is not a critical aspect of consideration at BATSAMAYI® since we do not expect every single member of our Team to aspire to positions of leadership. We understand that some Team Members would rather become experts in their role, than lead Teams or projects. So while ambition is always encouraged, it does not necessarily have to be an ambition of leadership.

Thank you for affording BATSAMAYI the opportunity to contribute to the 2024 Graduate Recruitment Handbook. We wish all graduates the very best!

Coca-Cola Beverages South Africa

To start, please tell us about yourself, your organization, and the areas or fields you recruit for.

I am based in Gqeberha and my role as Talent and People Experience Specialist covers the beautiful Coastal region. This area spans across KwaZulu-Natal, Eastern Cape, and parts of the Western Cape provinces. I am part of a national team that is tasked with anticipating resource needs for the organisation. In Coastal, like all our regions, I am tasked with helping to create a culture that enables a highly productive organisation. We are responsible for designing strategies to attract, integrate, retain, and develop motivated and high performing employees. However, the South African business covers the entire geography of South Africa and includes Lesotho and Eswathini as well. Within my role as the Talent and People Experience Lead, I am responsible to ensure that I anticipate

human capital requirements across the entire value system and work collaboratively with my colleagues to facilitate the creation of the desired culture in area of oversight; implement strategies to develop, retain, integrate, and deploy motivated employees throughout the organisation who deliver high performance and are

succession for the future across the entire business in all areas that we operate in and beyond. Most importantly, the plan includes a robust succession plan, i.e. growing our own timber for leadership positions. The South African business is seen as a talent hub with opportunities for exceptional talent across the entire business and beyond.

What common mistakes do recent graduates make on their CVs or during interviews?

Mistakes in an interview: Common, but basic pitfalls are things like candidates making no eye contact, are shy, nervous, and/or they cannot articulate what involvement they had in projects they were part of in university and the worst, a slugging posture. The majority of interviews are conducted online and so first impressions last even longer here. It is so important to prepare well and ensure that they have the basics of online etiquette in place. Checking for internet connectivity ahead of an interview and dialling into the session ahead of time is critical. One can never be too prepared and it can help calm nerves and pre-interview jitters.

Mistakes on CV: No executive summary highlighting their competencies, no detail in what project/s they managed at university if any or leadership skills obtained during their university years.

How can graduates make their CV's and cover letters stand out to you?

Highest quantifiable achievements should be highlighted on a CV only.

An executive Summary highlighting competencies are also always appealing. It is what sets candidates apart.

What are the top three skills you believe are essential for recent graduates to succeed in today's job market?

- Analytical skills
- Project Management
- Communication/ Relationship Management



What advice would you give students to help them improve their chances of getting hired?

Candidates must take out time to conduct enough research about the role and the business as much as possible. Interviewers can easily ascertain who have prepared and have made enough effort to understand the business, especially around their understanding of the market trends in the area of speciality i.e. Engineering or Finance etc. It is also important for candidates to know how to articulate themselves and share their strengths and development areas.

How important are soft skills, such as communication and teamwork, for recent graduates in your organisation?

It is key for graduates to understand that in an organisation we work in teams and therefore collaboration is key to be successful in your role.

That communication builds sound relationships and that forms a fundamental building block to partnering well in a corporate environment.

How important are extracurricular activities and leadership roles in assessing a recent graduate's employability?

It is crucial to ensure that graduates are well-prepared for the world of work and capable of leading within the business. This approach also allows interviewers to gain a more holistic view of the candidate. Research shows that person-organisation fit is far more important than person-job fit. Therefore, having a comprehensive assessment of the individual's values, interests, and beliefs is key to making informed placement decisions. An in-depth understanding of the whole person is essential for ensuring the success of any hire.



Great people

Liberating the best in people

Innovation and optimism

Intellectual leadership

Business astuteness and prudence

Discovery

To start, please tell us about yourself, your organization, and the areas or fields you recruit for.

The Discovery Health Recruitment Team: Adele, Jody and Donne. Our recruitment philosophy, where possible, is to recruit talent into the organization through our call centre. Once you have Discovery experience (culture, product, and skill), you can grow your career with the help of mentorship programmes and training. Even our top managers started out in the call centre.

Discovery's core purpose is to make people healthier.

Positions available: Contact Centre Consultant (Customer Services), Pre-Authorisation Consultant (Human Movement Science, Nursing, Pharmacy etc.)

What common mistakes do recent graduates make on their CV's or during interviews?

A CV is not a story. Duties should be bullet points. Don't leave gaps in the CV and give reasons for leaving. This helps the recruiter understand why you left e.g. holiday job, prevents the impression of job hopping.

Some graduates expect to walk into senior roles once they complete their degree. A good career is built on a strong foundation (experience). Let the interviewer know that you have ambition, but you are willing to put in the work to get there.

Also, when applying for roles you need to do research on the company and understand the position. Often applicants don't know what the position entails.

How can graduates make their CV's and cover letters stand out to you?

Find what sets you apart and bring your flair. Keep it

short and make sure that your grammar and spelling is correct.

What are the top three skills you believe are essential for recent graduates to succeed in today's job market?

Soft skills are important. Be mindful of EQ; setting priorities; managing expectations, honesty; commitment; being goal driven and staying motivated.

What advice would you give students to help them improve their chances of getting hired?

All correspondence with the prospective employer/recruiter must be professional (no abbreviations and slang), even when using whatsapp.

Be careful what you post on social media. Employers and recruiters do cyber stalk.

If you know you've applied for a position, keep an eye on your mails and answer your phone.

How important are soft skills, such as communication and teamwork, for recent graduates in your organisation?

Essential, your cv and qualifications gets you your interview, but your soft skills get you the job and your ability to work in a team helps you get a perm role after the internship ends/grow within the company.

How important are extracurricular activities and leadership roles in assessing a recent graduate's employability?

Volunteer work and extracurricular activities helps your application stand out and tells a lot about you. This is important when you don't have a lot of work experience. It sets you apart from the other grads that have not done more than what is required.

To start, please tell us about yourself, your organization, and the areas or fields you recruit for.

My name is Liezel Yon, I work at PwC in Talent Acquisition, and I specialize (among other things) in graduate recruitment for the Eastern Cape. My focus is on CA stream students, however, due to the vast range of services and programs that PwC offers our students, I can assist with any queries regarding recruitment opportunities for any of our other programs.

Here at PwC, we build integrity and confidence in the capital markets, we bring this way of thinking to every challenge. It is where ideas step out of the ordinary and take shape as solutions that lead the way.

This is how we build trust and create sustained outcomes. It is what sets PwC apart – and it is the reason our clients and stakeholders have trust in tomorrow.

What common mistakes do recent graduates make on their CV's or during interviews?

Common mistakes that I have noticed are overloading the CV with irrelevant information or excessive details, missing contact information and listing responsibilities instead of highlighting specific measurable achievements. A concise CV is more memorable. During interviews, we find a lack of preparation about the role and the direction or career they want, not being able to articulate their thoughts clearly and concisely, not asking questions.

How can graduates make their CV's and cover letters stand out to you?

Keep it simple, add relevant information only, add keywords related to your career direction and aspirations. Start with your latest qualification or work experience and work your way down to Grade 12. Do not leave gaps in your academic / work history. Do not use generic CVs. Customize your CV and cover letter for the role you are applying to. Formatting is important, use consistent font sizes, and styles. Please spell check everything. Finding

spelling errors on your CV speaks to your attention to detail or mindfulness which is an especially important aspect of this career path.

What are the top three skills you believe are essential for recent graduates to succeed in today's job market?

- Be willing and open to learn.
- Be motivated and confident in your capabilities.
- Have the imagination to see things from different perspectives.

What advice would you give students to help them improve their chances of getting hired?

Consistent academic results, being involved in extra mural activities that grow you as a person, develop your world views, engage with different people, and build character. Take ownership of your own growth and development.

How important are soft skills, such as communication and teamwork, for recent graduates in your organisation?

These are particularly important skills as one will have to draw from their experience when dealing with different personalities in both the workplace and clients, so having excellent communication skills and being able to work in a team is essential in any working environment.

How important are extracurricular activities and leadership roles in assessing a recent graduate's employability?

Extracurricular activities and leadership roles are important as it speaks to your interests as well as your ability to work in teams. We are looking for candidates who can lead themselves and others to make a difference and deliver results in a responsible, resilient, inclusive, and passionate manner.



Career Services

For all the latest news, events and happenings at Career Services



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BE THE STORY
BEHIND THE NUMBERS.



THUTHUKA
inspiring success

DO YOU WANT TO BE A CHARTERED ACCOUNTANT,

but not sure how you're going to pay for your
university studies?

Sitholile Sithole
SAICA Trainee and Thuthuka
beneficiary

Let Thuthuka inspire you to success

Every year, the South Africa Institute of Chartered Accountants' (SAICA's) **Thuthuka Bursary** funds African and Coloured students at selected SAICA-accredited universities in fully funded and supported undergraduate BCom Accounting, PGDA and CA stream programmes to help them reach their dream of becoming a Chartered Accountant [CA(SA)].

What is Thuthuka?

Thuthuka is a bursary like no other. Covering more than just your tuition, books, meals and accommodation, Thuthuka also offers additional psycho-social and academic support to assist you in bridging the gap between high school, university and the world of work. Thuthuka provides the support system that enables you to succeed and realise your dream of becoming a CA(SA). So, if you're an African or Coloured Grade 12 learner who is achieving a level 5 pass in Maths (not Maths Literacy) or a university student studying a CA-stream undergraduate BCom Accounting or PGDA programme and you need financial assistance, Thuthuka is a solution for you. To find out more about the Thuthuka Education Upliftment Fund (TEUF), go to the SAICA website www.saica.org.za/initiatives/thuthuka

To apply for the Thuthuka bursary, visit www.thuthukabursaryfund.co.za/

Take note that Thuthuka applications open every year in March and close in August.

Be a **#difference maker** with a SAICA
designation behind your name.
www.saica.org.za

 **SAICA**
DIFFERENCE MAKERS™

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>1Nebula</p> <p>We are looking for talented and motivated individuals to join our diverse team of N48Xers and help us accelerate our cloud journey. Our cutting-edge cloud & technology expense management services and tools will help businesses stay ahead of the curve. If you have the skills and ambition to be part of something bigger, then we want you to join us!</p>	<p>Relevant qualification in Computer Science.</p> <p>Opportunities:</p> <ul style="list-style-type: none"> • Software Development • Software Support • Technical Support and other IT roles 	<p>Via Company career page - https://www.1nebula.com/careers</p> <p>Participating in the Computer Science and IT Recruitment initiative.</p>
<p>Aberdare Cables</p> <p>Aberdare Cables is the largest cable manufacturer in Southern Africa, specialising in electrical cables for application in power transmission, distribution and generation. The product offering extends across multiple market sectors like Energy, Building & Construction, Mining, Renewable Energy, Transport, Large Industry, OEM, Retail, Agriculture and Engineering Services. Aberdare's three manufacturing sites and eight customer service centres in South Africa enable the business to provide personalised service to its entire customer base.</p> <p>With 70 years' experience, Aberdare's focus remains on its people, customers, innovation and embodying high standards of quality and safety. The company offers cable design, product development, as well as installation support, commissioning and diagnostic testing through the company's Engineering Services business. In addition, comprehensive value-added services such as Key Account Management, Customer Relationship Management, product and application training, laboratory testing and a Technical Help desk is offered.</p> <p>We offer the following programmes:</p> <ul style="list-style-type: none"> • Grad programmes • Work experience • Learnerships • Bursaries 	<ul style="list-style-type: none"> • Polymer Technology • Analytical Chemistry • Industrial Engineering • Electrical Engineering • Mechanical Engineering • Sales and Marketing • Information Technology • Logistics 	<p>Please submit a CV and a full Academic record at our stand at the Career Fair or alternatively, you may apply by stating in the email line what opportunity you are interested in and apply to PE_Vacancies@aberdare.co.za</p> <p>Visit Aberdare Cables at the Career Fair: 31 July & 1 August – Heinz Betz Hall, North Campus</p> <p>Website http://www.aberdare.co.za</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Auditor General SA</p> <p>The Auditor-General of South Africa (AGSA) is the supreme audit institution (SAI) of South Africa. It is the only institution that, 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. But when our constitution came into effect in 1996, the role and responsibilities of the organization were expanded even more, to enable the institution to fulfil its constitutional mandate.</p> <p>The AGSA is a "chapter 9" institution, this is because its mandate is outlined in chapter 9 (sections 181 & 188) of the Constitution of the Republic of South Africa. The AGSA annually produces audit reports on all government departments, public entities, municipalities, and public institutions. Over and above these entity-specific reports, the audit outcomes are analyzed in general reports that cover both the Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA) cycles. In addition, reports on discretionary audits, performance audit, and other special audits are also produced.</p>	<ul style="list-style-type: none"> • BCom Accounting CA stream 	<p>Apply online.</p> <p>https://forms.office.com/pages/responsepage.aspx?id=fjgb-ggSNki2hFhXEO_BHNBk9hPf7awRfo8co_SoF_klUQ1hNWUY_5Rk4wNFVaVExBTThR_WTQ5MFU4Ty4u</p> <p>Visit Auditor General at the Accounting & Law Day: 07 August - Nomhle Nkonyeni (Building 35), South Campus</p> <p>Website https://www.agsa.co.za/</p>
<p>Baker Tilly Morrison Murray</p> <p>Baker Tilly Morrison Murray is one of the oldest and largest independent auditing, accounting and advisory firms in Durban. As an independent member firm of Baker Tilly International, we operate within South Africa with associated independent member firms in Johannesburg and Cape Town. Integrity, trust and commitment are the core values of our firm and have been key features in our ongoing growth and success.</p>	<ul style="list-style-type: none"> • Bachelor of Accounting Sciences • BCom • SAICA-accredited PGDA 	<p>Visit Baker Tilly Morrison Murray at the Accounting & Law Day: 07 August - Nomhle Nkonyeni (Building 35), Embizweni Building, South Campus</p> <p>Website: www.bakertillymm.co.za</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Batsamayi Software Development (Pty) Ltd</p> <p>BATSAMAYI is a level 1 BBBEE Software Development Company. Our journey began with a vision - to be able to help Africa keep pace with the rest of the world. Born from a passion for problem-solving, the means to achieve this dream is software development. It is creating, building, and producing software to provide unique solutions for unique communities, for unique people.</p>	<ul style="list-style-type: none"> N/A 	<p>Visit Batsamayi Software Development at the Computing Sciences and IT Fair: 11 April – Mapungubwe Building, North Campus.</p> <p>Visit Batsamayi Software Development at the Career Fair: 31 July & 1 August – Heinz Betz Hall, North Campus</p> <p>Website: www.batsamayi.com</p>
<p>BDO</p> <p>BDO is an international network of public accounting, tax and advisory firms which perform professional services under the name of BDO. For the year ended 30 September 2023 BDO (Including BDO's exclusive Alliances)) announced a total combined fee income of US\$ 14 billion, representing a year on year growth of 10.2%. BDO public accounting, tax and advisory firms provide professional services in 166 countries, with 115,661 people working out of 1,776 offices worldwide.</p> <p>Our vision is to be the leader for exceptional client service and this means a laser focus on quality in all of BDO's countries and territories, in order to ensure the consistent delivery of exceptional service worldwide. For us, exceptional client service is based on five key components that define BDO today: client needs, communication, commitment, people and value.</p>	<ul style="list-style-type: none"> SAICA-approved qualifications 	<p>Visit BDO at the Accounting & Law Day: 07 August - Nomhle Nkonyeni (Building 35), Embizweni Building, South Campus</p> <p>Website: https://www.bdo.co.za/en-za/careers/student-careers</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
BMW Group South Africa BMW Group is the world's leading manufacturer of premium cars and motorcycles and a provider of premium financial and mobility services. We operate over 30 production sites around the world and a global sales network. The BMW Group is the world's leading provider of premium cars and motorcycles and the home of the BMW, MINI, Rolls-Royce and BMW Motorrad	Fields of study and qualifications we will be recruiting: Commerce <ul style="list-style-type: none"> • Engineering • IT • Law • Marketing • Human Resources • Analytics • Public Relations • Project Management • Food Technology/ Hospitality 	Students can apply via the NMU portal, as roles are advertised.
Coca-Cola Beverages South Africa We manufacture and distribute Coca-Cola beverages that make life's everyday moments more enjoyable, while doing business the right way. The result is shared opportunity for our customers, our employees, our communities, and our shareholders. We conduct our business ethically, transparently and conscientiously. We espouse an inclusive business culture to reflect our African identity. We accelerate sustainable, profitable revenue growth across all categories and offer an innovative portfolio of products that respond to customer needs & consumer preferences. Profitability is important, but not at any cost.	<ul style="list-style-type: none"> • Management Sciences University graduates for Commercial roles • Engineering, Production Management and Quality Assurance & Technical graduates for Manufacturing & Technical • Logistics, Operations; Warehouse & Distributions graduates for Logistics roles • Packaging, Logistics, Sales and Business Administration Learnerships and In-Service Trainees 	Visit Coca-Cola Beverages SA at the Career Fair : 31 July & 1 August – Heinz Betz Hall, North Campus Website: https://www.ccbsaco.com/career-opportunities/
Dana Spicer Axle Dana is a global leader in drivetrain and e-Propulsion systems. We engineer, manufacture, and distribute power-conveyance and energy-management solutions for the vehicles of today and tomorrow.	<ul style="list-style-type: none"> • Various 	Visit Dana Spicer Axle at the Career Fair : 31 July & 1 August – Heinz Betz Hall, North Campus Website: https://jobs.dana.com/

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Department of Mineral Resources and Energy</p> <p>Aim To develop a mineral resources and energy sector that promotes economic growth and development, social equity and environmental sustainability.</p> <p>Vision A leader in the transformation of South Africa through economic growth and sustainable development in the mining and energy sectors.</p> <p>Mission To regulate, transform and promote the minerals and energy sectors, providing sustainable and affordable energy for growth and development, and ensuring that all South Africans derive sustainable benefit from the country's mineral wealth.</p>	<p>Areas of interest:</p> <ul style="list-style-type: none"> • Bachelor of Science (Physics and Chemistry) • Chemical Engineering • Electrical Engineering (Heavy Current) • Electro-Mechanical/ Mechatronics Engineering • Environmental Health and Management • Geology • Industrial Engineering • Materials Engineering • Mechanical Engineering • Metallurgical Engineering (Extractive) • Mining Engineering • Mining Survey • Nuclear Engineering • Rock Engineering 	<p>Visit Department of Mineral Resources and Energy at the Career Fair: 31 July & 1 August – Heinz Betz Hall, North Campus</p> <p>Website: https://www.dmre.gov.za/opportunities/learning-opportunities</p>
<p>EDWARD SNELL & COMPANY</p> <p>AN INDEPENDENT SPIRITS BUSINESS FOUNDED IN 1848 with a history dating back more than 170 years, Edward Snell & Co. is South Africa's largest independent spirits group. We produce, distribute, sell, and market award-winning local and international brands. Our success comes from empowering people who seek to achieve great things – just like us. Together, we pursue greatness for good.</p>	<p>Qualifications required:</p> <ul style="list-style-type: none"> • Marketing • Retail Management • Supply Chain • Operations Management 	<p>Internships@esnell.co.za</p> <p>Visit Edward Snell & Company at the Career Fair: 31 July & 1 August – Heinz Betz Hall, North Campus</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>ENSAfrica</p> <p>With over 600 specialist practitioners, ENSAfrica is Africa's largest law firm and has the capacity to deliver on business requirements across all major industries and the African continent. We are devoted to providing top-quality legal, tax and forensics services to our clients, offering innovative and creative solutions tailored specifically to individual client needs. We maintain our reputation by constantly re-inventing ourselves and challenging employees to create inspired solutions which mirror the changing political, social, economic, and environmental landscape.</p> <p>ENSAfrica operates as one firm through fully integrated offices across Africa. Our offices do not operate by means of a network or as an alliance, nor do we adopt a 'Swiss Verein' approach. Instead, we work as one team and one firm across countries.</p> <p>We currently have in Accra, Cape Town, Dar es Salaam, Durban, Johannesburg, Kampala, Kigali, Port Louis, Swakopmund, Walvis Bay and Windhoek and a growing presence throughout the rest of the continent. In addition we have two Probono offices located in Alexandra and Mitchells Plain.</p>	<ul style="list-style-type: none"> • BA Law • BCom Law • LLB 	<p>Visit ENSAfrica at the Accounting & Law Day: 07 August - Nomhle Nkonyeni (Building 35), South Campus</p> <p>Website www.ensafrika.com/trainees</p>
<p>Entelect Software (Pty) Ltd</p> <p>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. Should you choose to start your journey with us, you are not only joining a leading software engineering company, you are becoming a part of something much bigger; where the possibilities are endless. Leave your fears behind and insecurities at the door and bring the magic of you. LET'S GO FURTHER, LET'S BECOME MORE.</p> <p>Vac Work for students from 2nd Year Graduate Programme once graduated.</p>	<p>A BSc, BCom, BIS or BEng in Computer, Software, Information or Electronic related sciences with excellent academic results – Transcripts must be submitted with a CV.</p> <p>Any postgraduate degree would be advantageous</p>	<p>Kindly apply online via our website: https://culture.entelect.co.za/</p> <p>Alternatively, CVs and transcripts can be sent to career@entelect.co.za, or details can be entered at the stand. Applicants will receive an email after the career fair to request a CV and transcripts. The closing date for all applications will be the 1st of November 2024. Recruitment initiative participating in: Computing Sciences & IT Career Fairs (11 April)</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Ernst & Young Services (PTY) Limited</p> <p>When you join EY, you join a global firm with people at its center. Our culture is as diverse as it is inclusive, and we welcome those who think differently and work smartly. You'll be challenged by the incredible work you have the opportunity to do when you join this firm and, through your exposure to our diverse clients, people and programmes, you'll grow faster than you would anywhere else.</p> <p>Through our four integrated service lines — Assurance, Consulting, Strategy and Transactions, and Tax — and our deep sector knowledge, we help our clients to capitalise on new opportunities and assess and manage risk to deliver responsible growth.</p>	<ul style="list-style-type: none"> • BCom Accounting CA Stream or equivalent • CTA/ PGDA qualified 	<p>Apply online https://ey.com/careers/eygrads</p> <p>Visit Ernst & Young at the Accounting & Law Day: 7 August - Nomhle Nkonyeni (Building 35), South Campus</p> <p>Website https://www.ey.com</p>
<p>First Battery</p> <p>Manufacturer of specialty chemical products, i.e. batteries for the supply to the automotive industry, and aftermarket products as we are standby supply.</p>	<ul style="list-style-type: none"> • Electrical Engineering • Mechanical Engineering • Mechatronics. 	<p>Graduates can apply for our Graduate Program directly to our organisation or via the Career Services office.</p> <p>Visit First Battery at the Career Fair: 31 July & 1 August – Heinz Betz Hall, North Campus</p>
<p>FNB</p> <p>FNB is no ordinary bank. It's never business as usual, bogged down in bureaucracy, and counting the minutes to home time. It's a place where you can make a difference. Because what you do at FNB matters. You can shape the organisation, the industry and the world. You'll find work that is challenging, relationships that are rewarding and constant opportunities to innovate and grow. Which means you can expect a career that is extraordinary.</p>	<ul style="list-style-type: none"> • Engineering • Computer Science • Actuarial Science • Quants • Data • UX • Finance 	<p>Website to apply: https://www.fnb.co.za/careers/graduates.html</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Forvis Mazars</p> <p>Forvis Mazars is a leading global professional services network operating under a single brand with just two members: Forvis Mazars, LLP in the United States and Forvis Mazars Group SC, an internationally integrated partnership operating in over 100 countries and territories. Both members share a commitment to providing an unmatched client experience, delivering audit & assurance, tax, advisory and consulting services across the globe.</p>	SAICA Accredited Accounting Undergraduate	<p>https://www.forvismazars.com/za/en/join-us</p> <p>Visit Forvis Mazars at the Accounting & Law Day: 07 August - Nomhle Nkonyeni (Building 35), South Campus</p>
<p>KPMG</p> <p>KPMG consists of a network of professional firms providing Audit, Tax and Advisory services across countries worldwide. Join our team of world-class professionals working together to deliver tomorrow, today.</p> <p>While we are one of the largest Audit, Tax and Advisory firms in the country, what makes us who we are is the quality of individuals within our organisation. It's their individuality, their drive and great sense of culture that makes this organisation one of the greatest places to work in.</p>	<ul style="list-style-type: none"> Students studying towards a CA qualification BCom Law/LLB BCom Hons (with Taxation) BSc engineering- Industrial, electrical and mechanical BCom /BA Honours Industrial Psychology BCom Financial Management BCom Mathematics, Finance and Economics BCom Information Systems BSC Computer Science 	<p>Visit KPMG at the Computing Sciences and IT Fair: 11 April – Mapungubwe Building, North Campus.</p> <p>Apply Online: www.joinkpmg.co.za</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Lactalis SA</p> <p>We are a proud manufacturer of some of South Africa's quality and trusted brands such as Parmalat, Melrose, Président, SteriStumpie, Bonnita and PureJoy.</p> <p>We are part of the Lactalis Group – the world's largest dairy company which was founded in 1933 by André Besnier in Laval in the west of France. The Lactalis Group has 250 production sites with more than 85000 employees in 94 countries.</p> <p>In South Africa, the Lactalis Group legacy and knowledge merges with local dairy know-how and passion that has provided jobs and wholesome dairy products locally since the early 1900s where our history started with Bonnita and Parmalat.</p> <p>Lactalis Group acquired a majority share in Parmalat SpA in 2011 and in 2020, the company officially rebranded and became Lactalis South Africa which is a change in name only.</p> <p>Lactalis South Africa remains home to its strong brands in dairy product categories which range from cheese, yoghurt, milk, and custard, to flavoured milk, cream, drinking yoghurt, maas, fruit beverages, butter and ice cream.</p>	<ul style="list-style-type: none"> • Various qualifications • Learnerships 	<p>Visit Lactalis SA at the Career Fair: 31 July & 1 August – Heinz Betz Hall, North Campus</p> <p>Website https://lactalis.co.za/careers/young-talent-development</p>
<p>Mercedes - Benz South Africa Ltd</p> <p>Do you want to work for a globally certified Top Employer and transport your career to new heights? Then Mercedes-Benz South Africa (MBSA) could be the vehicle for your success.</p> <p>Mercedes-Benz South Africa is a local automotive company and a subsidiary of the global company, Mercedes-Benz AG. Locally, the group of companies comprise Mercedes-Benz Cars, Mercedes-Benz Vans and Mercedes-Benz Financial Services.</p> <p>Join the Mercedes-Benz group of companies' exceptional team in our exciting and diverse opportunities on professional and graduate levels.</p>	<ul style="list-style-type: none"> • BSC Computer Science • Information Technology • 3 year and Postgraduate 	<p>Website https://corporate.mercedes-benz.co.za/</p> <p>Visit Mercedes – Benz South Africa Ltd at the Computing Sciences and IT Fair: 11 April – Mapungubwe Building, North Campus.</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Moore South Africa (Pty) Ltd</p> <p>Moore SA have auditing and accounting firms in all 11 provinces in South Africa.</p>	<ul style="list-style-type: none"> • Mainstream Accounting students (CA Stream – 1st – CTA year • General Accounting 1st – undergraduate or bridging to CTA • Bursary programmes for students studying towards the CA stream. 	<p>Our online careers website for all applicants to apply, are as follows:</p> <p>https://moore-southafrica.graduate.erecruit.co/candidateapp/Jobs/Browse/?Source=Moore%20Corporate%20Website</p> <p>Visit Moore SA at the Accounting & Law Day: 7 August – Nomhle Nkonyeni (Building 35), South Campus</p>
<p>Nestlé</p> <p>At Nestlé, we're unlocking the power of food to enhance quality of life for everyone. Not just today but for generations to come. Together, we're applying our expertise in nutrition, health and wellness to help people and pets live happier, healthier lives. And we're doing it all with ambitious sustainability goals. Goals that advance the health of our planet, build positive communities and support a healthy food system. aningful relationships with our clients.</p>	<ul style="list-style-type: none"> • Admin • Finance • Communications • Human Resources Management • Research & Development • IT • Legal • Marketing • Sales • Supply Chain and Procurement • Engineering • Technical and Production 	<p>Visit Nestlé at the Career Fair: 31 July & 1 August – Heinz Betz Hall, North Campus</p> <p>https://www.nestle.com/jobs/students-graduates</p> <p>https://www.nestle.com/</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Nolands</p> <p>Nolands was founded in 1976 and is represented in 9 centres in South Africa and 6 Internationally. Auditing is at the centre of its business, complemented by Advisory and Law.</p> <p>Nolands takes pride in taking a “not ordinary” approach and encourages individualism and personal growth. Trainees have the advantage of getting the bigger picture on auditing projects and responsibility is delegated at an early stage. Nolands is seen as a “right size” company allowing for regular interaction with partners, personal supervision and a high-level business working environment. On-going technical training is built into the article’s programmes.</p>	<ul style="list-style-type: none"> • BCom Accounting • BCom General Accounting • BCompt Financial Accounting • BCom CA (stream) • BCom Business Science (Finance/CA stream) • CTA/PGDA 	<p>Visit Nolands at the Accounting & Law Day: 7 August – Nomhle Nkonyeni (Building 35), South Campus</p> <p>Website https://nolands.global/south-africa/</p>
<p>NOV Africa Pty (Ltd)</p> <p>Every day, the energy industry’s best minds put more than 150 years of experience to work to help our customers achieve lasting success. We have the people, capabilities, and vision to serve the needs of a challenging and evolving industry. One the world can’t live without. Throughout every region in the world and across every area of drilling and production, our family of companies has provided the technical expertise, advanced equipment, and operational support necessary for success—now and in the future. We are a global family of thousands of individuals, working as one team to create a lasting impact for ourselves, our customers, and the communities where we live and work. We take responsibility for each other and our company’s future, knowing that personal ownership leads to broader success. We believe in purposeful innovation because we see what others do not and we act. Through business innovation, product creation, and service delivery, we are driven to power the industry that powers the world better. We believe in service above all because our singular goal is to move our customers’ business forward. This drives us to anticipate our customers’ needs and work with them to deliver the finest products and services on time and on budget.</p>	<ul style="list-style-type: none"> • Logistics • Engineering • Quality Assurance • Management • Management • Marketing • Accounting 	<p>Visit NOV at the Career Fair: 31 July & 1 August – Heinz Betz Hall, North Campus</p> <p>Website: https://www.nov.com/</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Open Box Software</p> <p>Open Box is a global software development consultancy focused on the Real Estate industry. Our South African entity is based in Cape Town however we do offer remote working opportunities to our employees.</p> <p>We have 2 key divisions at Open Box, Custom Software & Enterprise Solutions. We will be looking for graduates to join our Custom and Enterprise Teams from January 2023 in Graduate Analyst and Developer roles.</p> <p>We believe that if you get great people together in the right environment and set them a challenge, inspirational things will result.</p> <p>Open Box can be summed up as a group of people who are drawn together by the two major traits they share: They take a lot of pride in their work, and they like to have fun doing it.</p>	<ul style="list-style-type: none"> • Diploma in Information Technology: Software Development • BTech in Information Technology, or Electrical Engineering • Bachelor's in Business Science: IS/Finance/ other • BCom in IS Honours/ IS/other • Bachelor's in Science: Maths/Stats Orientation • Diploma in Information Technology: Business Applications • Bachelor's in Business Science: IS/Comp. Science • Bachelor's in Science: Comp. Science/ Electrical Engineering • Diploma in Information Technology: Communication Networks 	<p>Graduate Recruitment intake is officially open, follow the link to apply: https://www.openboxsoftware.com/careers/our-grads</p> <p>Website: https://www.openboxsoftware.com/</p> <p>Visit Open Box Software at the Computing Sciences and IT Fair: 11 April – Mapungubwe Building, North Campus.</p>
<p>Pinsent Masons</p> <p>We have a purpose-led strategy: to make business work better for people. No other law firm has aligned every aspect of its business around a sense of purpose like we have. It guides us as we create the kind of inclusive, diverse, considerate firm we hope you will want to work with.</p> <p>Law remains at the heart of what we do but the varied skillsets of our people, innovative technologies, efficient processes, and purpose-led approach will provide you with a unique competitive advantage.</p>	<ul style="list-style-type: none"> • LLB 	<p>Students who are interested to apply can apply online via our website www.pinsentmasons.com or look out for application links that will be sent to their university.</p> <p>Visit Pinsent Masons at the Accounting and Law Day: 7 August, Nomhle Nkonyeni (Building 35), South Campus</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>PKF(PE) INC</p> <p>PKF(PE) firms represent an ideal opportunity for you, as a young open-minded graduate to establish a career in auditing and accounting.</p> <p>Our member firms:</p> <ul style="list-style-type: none"> • Are leaders in their region • Have strong regional expertise • Care for their staff • Have a welcoming corporate environment • Invest in their professionals • Provide real opportunities to learn and be developed • Are part of the PKF International Network • At a PKF member firm you can help us shape the future and lead from the front. <p>Let's team up! Let's make it happen!</p>	<ul style="list-style-type: none"> • BCom Accounting • PGDA or PGDip • CTA • BCom or Hons 	<p>Visit PKF(PE) INC at the Accounting and Law Day: 7 August, Nomhle Nkonyeni (Building 35), South Campus</p> <p>Website: https://www.pkf.co.za/careers/training-contracts/training-contract-form/</p>
<p>Protea Bookkeeping Pty Ltd</p> <p>Protea provides flexible, audit-trained bookkeeping and accounting solutions. With a management team and account managers based in the San Francisco Bay Area, Protea provides business owners and managers with financial information and insight for making decisions. Protea's goal is to provide, at costs below the market average, timely, accurate, and high-quality financial information on which a business can act.</p> <p>Protea provides services to take over the burdens and responsibilities of finding, managing, and training an accountant or bookkeeper for businesses and free up proprietors' time, so they can focus on building their businesses. Based on a client's needs, Protea can provide any combination of standard bookkeeping and accounting, either as a fully-outsourced service managed by Protea or by adding a dedicated full-time or part-time accounting professional to your team at a significantly lower cost than what you would pay to hire an accountant or bookkeeper.</p>	<ul style="list-style-type: none"> • Finance-related qualifications 	<p>Visit Protea Bookkeeping Pty Ltd at the Accounting and Law Day: 7 August, Nomhle Nkonyeni (Building 35), South Campus</p> <p>Website: https://proteafinancial.com/</p> <p>Careers: https://www.proteabookkeeping.com/careers</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>PwC</p> <p>At PwC, our purpose is to build trust in society and solve important problems. We're a network of firms in 156 countries with over 295,000 people who are committed to delivering quality in assurance, advisory and tax services.</p> <p>As a student or graduate there are several exciting training opportunities within the PwC family. From vac work that will help you put the theory you learn into practice, through to training contracts that will help you become a registered chartered accountant, there are lots of great opportunities available.</p>	<ul style="list-style-type: none"> Various 	<p>Visit PwC at the Accounting and Law Day: 7 August - Nomhle Nkonyeni (Building 35), Embizweni Building, South Campus</p> <p>Website: https://www.pkf.co.za/</p>
<p>South African Breweries (SAB)</p> <p>South African Breweries (SAB) is one of South Africa's admired companies and corporate brands. The company operates 7 breweries and 42 depots in South Africa, a total workforce of approximately 5000, and supports a beer economy 'from seed to sip' of over 250 000 jobs. Its portfolio of beer brands meets the needs of a wide range of consumers and includes leading brands in beer and beyond such as Castle Lager, Carling Black Label, Corona, Brutal Fruit, and Flying Fish.</p>	<ul style="list-style-type: none"> All relevant qualifications 	<p>Students can simply apply on our career's site called "workday".</p> <p>Search "SAB Career Opportunities"</p> <p>We will be attending the General Career Fair hosted on the 31st of July and 01 August 2024</p>
<p>South African Institute of Chartered Accountants (SAICA)</p> <p>The South African Institute of Chartered Accountants (SAICA) is the leading accountancy body in South Africa and one of the prominent institutes globally.</p>	<ul style="list-style-type: none"> BCom Accounting, CA Stream: 1st to 4th year 	<p>Visit SAICA at the Accounting and Law Day: 7 August – Nomhle Nkonyeni (Building 35), Embizweni Building, South Campus</p> <p>Website: www.thuthukabursaryfund.co.za</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>RSM SA</p> <p>RSM is the 6th largest network of audit, tax, and consulting firms in the world. RSM South Africa has offices in Cape Town and Johannesburg. We have a broad-based clientele which includes both local and international clients, of both a personal and corporate nature. At RSM, we build strong relationships based on deep understanding of what matters most to our clients. Our vision is to be the adviser of choice to middle market leaders globally. As a network we underpin our brand with the following values that are integral to the way we act with each other as with our clients:</p> <ul style="list-style-type: none"> • Respect - treat others as we would like to be treated • Integrity - do the right thing • Teamwork - work together effectively • Excellence - be the best in everything we do • Stewardship - better our network, members, and our people. <p>Our dedication to providing outstanding levels of client service means we're always on the lookout for bright and ambitious Trainee Accountants, who want to qualify as Chartered Accountants. We provide extensive training and development to help you achieve your best. At RSM, you will be valued as an individual, mentored as a future leader, and recognised for your accomplishments and potential. We provide a challenging and rewarding environment and the chance for you to build your own knowledge and expertise.</p>	<ul style="list-style-type: none"> • Various 	<p>Visit RSM SA at the Accounting and Law Day: 7 August – Nomhle Nkonyeni (Building 35), Embizweni Building, South Campus</p> <p>Website: https://www.rsm.global/southafrica/</p> <p>-</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Sanlam</p> <p>Sanlam was established in South Africa as a life insurance company but has since transformed into a diverse financial services group. Today, the Group is one of the largest internationally active insurance organisations in the world and has the biggest non-banking financial services footprint on the African continent. The Group's business clusters house the Group's business operations. The Group Office provides strategic direction and support to the clusters, assisting them in realising their strategies and meeting their business objectives.</p> <p>Why Choose Sanlam?</p> <p>Sanlam has received the top employer certification from the Top Employers Institute for nine consecutive years. This accolade underscores our dedication to providing exceptional workplace experiences and opportunities for growth. Joining the Sanlam Graduate Programme isn't just about landing a job; it's about embarking on a thrilling journey of growth, learning, and endless possibilities. Whether you're a data wizard in the making or someone who's just dipping their toes into the vast ocean of data analytics, there's a spot for you.</p> <p>A community of changemakers:</p> <p>Sanlam believes in the power of collaboration. Get ready to join forces with fellow graduates, share ideas, and tackle some of the most pressing challenges facing our world today.</p> <p>But hey, it's not all work and no play! From epic team-building activities to exclusive networking events, there's plenty of fun stuff lined up to keep your spirits high and your energy levels soaring.</p> <p>So, what are you waiting for? Seize the opportunity to kick-start your career with Sanlam's Graduate Programme and become the hero of your career!</p>	<p>The Sanlam Group has the following opportunities available to graduates for 2025:</p> <ul style="list-style-type: none"> • Actuarial Graduate • Sanlam Data & Digital Academy • SAICA Trainee Accountant • Risk & Compliance Graduate • Marketing Graduate • Human Capital Graduate • OT/Physio Graduate • Santam Graduate Programme 	<p>Apply now and let's make magic happen together!</p> <p>https://linktr.ee/sanlamgradprogramme</p> <p>-</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Shoprite Checkers Pty (Ltd)</p> <p>Our comprehensive bursaries support students studying or intending to study a variety of scarce skills, providing financial assistance towards tuition and on-campus accommodation. Bursaries are linked with a job opportunity upon graduation.</p>	<ul style="list-style-type: none"> • Biological and Agricultural Sciences • Logistics and Supply Chain • Retail Business Management • Accounting • Criminology 	<p>Visit Shoprite Checkers Pty (Ltd) at the Career Fair: 31 July & 1 August – Heinz Betz Hall, North Campus</p> <p>Application Link: https://shoprite-bursary.erecruit.co/candidateapp/jobs/browse/</p> <p>Dates: 1st July 2024 - 30th September 2024</p>
<p>Webber Wentzel WHO WE ARE</p> <p>With over 150 years of experience and deep industry knowledge, Webber Wentzel is the leading full-service law firm on the African continent. We service complex and multijurisdictional legal and tax matters seamlessly and combine knowledge and experience to offer tailored and commercially minded business solutions in record times.</p> <p>We focus on efficient and effective delivery of innovative solutions, adopting considered strategies around legal process management, legal process improvement and legal technology.</p> <p>We believe in making a positive contribution to the communities in which we work and we are proud to call ourselves home to one of South Africa's longest standing and dedicated pro-bono practices.</p>	<ul style="list-style-type: none"> • BCom Law -3rd -4th year • BA Law 3rd -4th year • LLB 2nd year onwards 	<p>Apply online - https://www.webberwentzel.com/Careers/Early-Careers/Pages/default.aspx</p> <p>Visit Webber Wentzel at the Accounting & Law Day: 7 August - Nomhle Nkonyeni (Building 35), South Campus</p>

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<p>Standard Bank</p> <p>Standard Bank Group is Africa's largest bank, with a 160-year track record of operational excellence and value. We're committed to using our expertise, insights, and deep understanding of Africa's markets and people to drive sustainable and inclusive economic growth across the continent while implementing our 2025 ambition of transforming our business to meet the evolving needs of our clients.</p> <p>Africa is our home; we drive her growth. As Africa's largest bank, we're committed to using our experience, expertise and innovative vision to provide banking, investment and insurance solutions that enable inclusive, sustainable growth for communities, businesses and economies throughout Africa.</p> <p>Our client-centred approach is one of the core strategic pillars of our business, ensuring that the Standard Bank Group is constantly evolving to offer solutions that meet the changing needs of our clients. Our transformation from a financial services provider to a platform business will be facilitated by the following: Continuing to drive digital adoption and engagement, providing holistic solutions in all markets in which we operate, providing consistently exceptional client experiences, and creating a co-ordinated network of partners and devices to meet clients' needs.</p> <p>By separating our client focus into 4 distinct segments, we are able to provide relevant solutions and responsive services uniquely tailored to the needs of clients within each segment, as well as the relevant operational conditions and requirements of each.</p>	<ul style="list-style-type: none"> • Various 	<p>Website: https://www.standardbank.com/sbg/standard-bank-group</p>

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<p>Wirk</p> <p>We are a reputable software firm in South Africa with a large vibrant team of talented software professionals. At Wirk, we take great pride in offering our valued customers high-end, fully customized software solutions. Our major area of expertise is supporting automotive manufacturing, but we collaborate with international partners from Germany, Belgium, the United States, and the United Kingdom to supply cutting-edge software products globally.</p> <p>Wirk specialises in custom software solutions and products that drive growth and business expansion. Our commitment extends beyond implementation providing training and dedicated support every step of the way.</p>	<ul style="list-style-type: none"> • Information Technology • Computing Sciences 	<p>Visit Wirk at the Computing Sciences and IT Fair: 11 April – Mapungubwe Building, North Campus.</p> <p>Website: www.wirk.co.za</p> <p>Careers: https://wirk.co.za/careers</p>



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