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2023 GRADUATE
RECRUITMENT

PROGRAMME HANDBOOK

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MEET THE TEAM

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Nelson Mandela University:
Career Services



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APPLICATIONS ARE OPEN

To apply to complete **Practical Vocational Training** or to participate in one of our **Vacation Programmes**, please include the following documents:

- LETTER OF MOTIVATION
- A COMPREHENSIVE CV
- FULL ACADEMIC TRANSCRIPT
- MATRIC CERTIFICATE
- COPY OF ID DOCUMENT
- ONE REFERENCE LETTER

Use the following link:

<https://www.ensafrica.com/trainees/>
to complete the application and upload
your documents



2023 FAIR PARTICIPANTS

Computing Science and IT Fair	Deloitte Mercedes - Benz South Africa Ltd Open Box Software S4 Standard Bank
General Careers Fair	Aberdare Cables Allan Gray Borbet SA Coca-Cola Beverages South Africa Discovery Health (Pty) Ltd Entelect Software (Pty) Ltd EOH First Battery Jendemark Automation NOV Africa Pty Ltd PwC SAR Electronic SA (Pty) Ltd
Accounting and Law Day	Auditor-General of South Africa (AGSA) Bowmans Deloitte ENSafrica Ernst & Young KPMG Mazars Moore South Africa Nexia SAB&T Incorporated Nolands Pinsent Masons LLP PKF INC PwC RSM South Africa Webber Wentzel



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Q

Are you a law or accounting graduate?

Do you have a highly developed sense of ethics?

Do you want to help others while making money?

A

A range of interesting careers in fiduciary practice awaits you.

“Fiduciary” implies a sense of duty and care – which is what you will have as a fiduciary practitioner whether you are in trusts, wills, estate planning or administration, or tax advice.

What must I do?

- Become a candidate member of the Fiduciary Institute of Southern Africa (FISA)
- Then consider doing the Advanced Diploma in Estate & Trust Administration through the University of Free State (distance learning)
- Following which you can apply to FISA for the ultimate designation of Fiduciary Practitioner of SA® (FPSA®)

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”.

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 2023/2024.

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: <i>name surname - month sent</i> (E.g. Molly Jones – July 2023) <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: <i>Part Time Form</i></p> <p>Emails may be sent to: careerservices@mandela.ac.za</p>

Working Wardrobe:

Suited2BRecruited

A Mandela University Career Services collaboration with the Businesswomen Association (BWA) and Walmer Park Shopping Centre

WHAT IS THE WORKING WARDROBE?

The Working Wardrobe is a project created to supply students in need with professional attire and accessories for interviews and/or networking opportunities, thus effectively assisting students along their work-readiness journey.

BOOKING PROCESS

- **Step 1:** Book a viewing appointment on the Career Services website - careerservices.mandela.ac.za/Working-Wardrobe
- **Step 2:** Arrive at your appointment and produce your student card and proof of interview/ invite to networking opportunity
- **Step 3:** Fit and try on the available items of clothing
- **Step 4:** Complete the check-out form once the outfit has been chosen

OPERATIONAL HOURS:

Mondays – Thursdays: 10:00 – 14:00

LOCATION

Career Services Office,
South Campus

Main Building, Ground Floor
(opposite cashiers)



7 Soft skills Employers Love in 2023



If there's one thing that every CV needs, it's proof of good soft skills. They're essential to every workplace and a universal requirement for career success. But they're also hard to quantify. Most people can't really define what they are, much less decide on the best soft skills list for their CV. But in just five minutes, you're going to become a soft skills expert. You'll learn exactly what are soft skills, why they're so important and how to include them in your CV. You'll also get a list of soft skills examples and advice on how to improve them.

What are soft skills?

Soft skills attributes that are related to the way you work with other people. They include, but aren't limited to, social skills, emotional skills, communication skills and people skills. Soft skills aren't easy to teach and they're hard to measure. So let's try to pin down an accurate soft skills meaning so you can have a better understanding of what they are and why they're so important. Soft skills are essentially related to the way you interact with and communicate with other people. And pretty much every job requires interaction with other people. That's why they're a universal requirement for career success. A lot of work has gone into studying the importance of soft skills and it's been conclusively proven that they're of paramount importance.

In fact, in the modern workplace, soft skills are considered even more important than hard skills. And comparing hard and soft skills is a good way of understanding what soft skills are. I've already mentioned that soft skills aren't easy to teach. But hard skills are able to be taught and measured in a simple and structured way. For example, you can take a language course and have your abilities measured to an agreed framework. Knowledge of a foreign language is a hard skill. But it's much

harder to teach leadership and even harder to measure how effective it is. Leadership is a soft skill. When it boils down to it, soft skills are all about what makes us human. In an age of increasing automation many tasks requiring hard skills are being taken over by machines, but anything involving a complex use of soft skills still requires the human touch. So now you know why are soft skills important and how to define them, let's see some examples.

Soft skills list

Soft skills can be broken down into seven categories. They cover a very broad range of attributes, so this is a good way of making sense of them.

1. Communication

Absolutely deserving of its number one spot, communication skills are always ranked among the top soft skills employers are seeking. Communication is absolutely essential between colleagues and customers alike. It's related both to how you communicate your ideas and how you respond to communication with others. It's the key to productive interaction. Here are some examples.

- Verbal communication skills
- Written communication skills
- Listening skills
- Body language
- Friendliness
- Negotiation
- Persuasion
- Questioning skills
- Clarity

2. Teamwork

After all, no man is an island, we rely on our colleagues to work effectively and deliver the very best results. Here are some examples of demonstrating that you understand the whole is greater than the sum of its parts.

- Collaboration
- Conflict resolution
- Persuasion
- Feedback

- Coordination
- Contributing
- Attentiveness
- Active listening
- Reliability

3. Leadership

With teamwork comes leadership. Every workplace needs leadership skills, whether it's through managers or within teams. It's all about influencing others to achieve goals. Here's how to show you have the skills needed to rally the troops.

- Integrity
- Vision
- Empathy
- Humility
- Confidence
- Influence
- Delegation
- Accountability
- Positivity
- Change management
- People management

4. Emotional intelligence

To reiterate, soft skills are human skills. And as humans, we are inevitably guided and influenced by our emotions. Your emotional intelligence is a measure of how effectively you manage and respond to your own emotions and those of others. It allows you to offer support to others when required, de-escalate conflict and adapt your tone of communication for maximum impact. Here are some examples.

- Social skills
- Patience
- Self-control
- Empathy
- Stress management
- De-escalation

5. Adaptability

Adaptability or flexibility is another absolutely essential soft skill. The most successful people are those who are able to adapt themselves and change their approach to respond to changing situations. Here are sample soft skills that prove you know how to bend rather than break.

- Willingness to learn
- Flexibility
- Self-improvement
- Critical thinking
- Open-mindedness
- Creativity
- Managing expectations

6. Problem-solving

We're constantly faced with challenges at work. The way we respond to them is key to personal growth and the success of the company you work for. Here are some examples to show you can recognise the opportunities that those problems present.

- Project management
- Innovation
- Analysis
- Complaint resolution
- Prioritising
- Intuition

7. Work ethic

The motivation to work effectively goes to the very heart of career success and is a highly sought after skill by hiring managers. No employer wants to hire a candidate who lacks a strong work ethic. Here are a few examples of skills that demonstrate a strong work ethic.

- Self-discipline
- Time management
- Self-motivation
- Professionalism
- Punctuality
- Motivation
- Reliability
- Sense of responsibility

How to Write Your CV Soft Skills List

Of course, there's no way you could fit all of the skills I've just mentioned onto a one or two-page CV. And it's essential that you choose skills that are specifically tailored to the job you're applying for. So here's how to choose the best soft skills for the job at hand. Your first stop should be the job advert. Hiring managers will make it very clear which skills are required for the job. It's all there and ready for you to refer to, so take some time to study it closely and note every skill mentioned.

Here's an example job description to show you what I mean.

Applicants should have the following qualities:

- Ability to **motivate and engage** others
- Ability to effectively **manage time** and **work well in teams and without supervision**
- Excellent **organisation**, IT and presentation skills
- A current driving licence and access to a car for work
- Ability to work **flexibly** and **on own initiative**
- **Commitment** to professional development both within and outside of working hours

That extract was taken from a job advert for a training and development coordinator. Everything that's been bolded refers to a soft skill. Once you've identified the key soft skills for the role make a list of your own skills, bearing in mind the entirety of your professional experience and education. Then choose 5–10 of those skills to include in your CV. The standard place to do this is in a CV skills section, immediately following your education section. And for maximum effectiveness, you should also write a brief sentence that demonstrates how you put that skill into practice.

CV soft skills example—skills section

Skills

- **Self-improvement.** Participated in all optional internal training courses and kept up to date with industry news and developments.
- **Flexibility.** Volunteered to work altered shift patterns to take into account shifting client demand.

But don't stop with your skills section. Soft skills can be woven throughout your CV, adding even more proof of the strength of your abilities. As the first section of your CV, your personal profile is the ideal place to start

CV soft skills example—personal profile

Customer service focussed complaints resolution officer with 3+ years of experience. A specialist in

deescalating conflict and empathising with complainants' needs. Looking to take my career to the next level as complaints team supervisor for Orbex.

As you can see, that example is packed with evidence of the candidate's soft skills. The next part of a standard chronological CV format is the work experience section and it's also a great place to include your soft skills.

CV soft skills example—work experience section

Marketing Manager

Biden and Partners, Liverpool

December 2018–Present

- Led a team of 6 marketing officers using empathy and positivity to create a strong team spirit which increased output by 40%.

Next up is your education section. For an experienced candidate it's not recommended to add extra detail here, but if you're writing a school-leaver CV or a graduate CV it's an excellent place to add information about your abilities.

CV soft skills example—education section

A-levels: Business Studies, Chemistry, English Literature. September 2018–June 2020

Kenilworth Academy, Leeds

- Extra-curricular activities. Member of debating and public speaking club.

And that's not all. You can also include additional sections in your CV and they're a great place for including skills too. A hobbies and interests section is ideal.

CV soft skills example—hobbies and interests section

Hobbies and interests

- Coaching. Mentored and trained U16 hockey team at Westbury Sports Club.

You can even build on your soft skills when you're considering what to include in a cover letter. It's the ideal place to add even more detail about how your soft skills can translate to success in your new role.

https://www.livecareer.co.uk/cv/soft-skills?utm_source=google&utm_medium=sem&utm_campaign=19871385980&utm_term=&network=g&device=c&adposition=&adgroupid=150038945729&placement=&gclid=Cj0KCQjwho-IBhC_ARIsAMpgMofHtG67uHD2TfQ9NNXc0p663UViHGOQy62J3dTYwPHGih9vwwRX2eYaAov1EALw_wcB

How to Network Like a Pro

14 Networking Tips for 2023

Much of entrepreneurship is self-driven. The attraction of being your own boss, making your own decisions, and acting on your own ideas are each motivating factors behind starting and running a business. Whether we like to admit it or not, however, there is a ceiling to what we can accomplish and how far we can go alone. That's why networking can take you and your business to the next level. Connecting and collaborating with others in your industry or peer group can help you climb to new heights. No matter what field you work in—whether you're an entrepreneur, or even a student, freelancer, or full-time employee—knowing how to network effectively can improve your business, as well as your professional and personal relationships.

What is networking?

Networking is the act of establishing meaningful relationships with people to help you further your own career or pursue a venture by collaborating with others. Contrary to common assumptions, networking isn't only for extroverts. Nor does it have to be completely selfish or "fake." Networking is for all—and is now much easier in an increasingly connected world.

Why is networking important?

Networking has always been important in business, but it's even more critical now. According to research, the average person's professional and personal network has shrunk by 16% as a result of the COVID-19 pandemic. Networking can create strong relationships while also helping to combat loneliness, also on the rise due to social isolation measures during the pandemic.

Networking enables you to:

- Find job opportunities or potential hires
- Make contacts for co-marketing opportunities
- Pursue learning opportunities through mentorship and mastermind groups
- Get into the habit of building professional relationships over the course of your career.
- Create new friendships with like-minded people.



How to network: 14 effective networking tips

1. Make a plan before networking

Do some research on who you want to connect with—even if you don't have specific names of people, you can build a profile for the types of connections you want to make. For example, maybe you want to network with boutique store owners who could potentially be wholesale buyers of your jewelry line. Always consider your audience before attending an event or pursuing valuable connections. Be strategic about the nature of your networking. If you'd like to meet Instagram influencers, for example, you might want to attend an InstaMeet near you. Workshops and talks are also great for networking, because they usually have a meet-and-greet component. Not only do you learn something, but you'll have a better idea of the people who will be there, since the audience for

these events is usually more targeted.

2. Find ways to be useful to others

Self-interest is the basis of many decisions and relationships. So why do new business interactions and cold outreach attempts throw this simple truth to the wind? Reciprocity is one of the principles of persuasion highlighted in psychologist Robert Cialdini's book *Influence*, which states that people have a tendency to want to repay or give back to those who give to them. Taking someone out for a cup of coffee, for example, is a simple offer that can help you earn a face-to-face interaction. Offering a blogger a free sample when you reach out to them is more likely to lead to a review. If you really want to create a connection with someone, especially if they can do more for you than you can for them, be accommodating and aware of the value of their time.

3. Be yourself

It's important to be authentic in not just your personal life but also in business. People are emotional decision-makers, and even business networking is founded upon personal relationships. Be true to yourself and allow others to connect with that.

4. Remember people's names (and use them)

Do your best to remember people's names when you meet them. Write names down on a piece of paper or in your phone, repeat it back to them, say it over in your head—whatever it takes to retain that information.

5. Take time to make meaningful connections

Connections don't happen overnight, and you won't see results immediately. It's important to remember that it takes time for your efforts to pay off. Be patient and stick with it.

6. Start from your inner circle—and work outward

One of the more approachable ways to start networking is to connect with the people you already know. Maybe it's a former manager or colleague you lost touch with, or a friend of a friend who works in the same industry. You'd be surprised at how many connections you already have within reach.

7. Take advantage of social media

They wouldn't be known as social networks if they weren't good for networking. And unlike email, it's much easier to get in touch with people.

Your social networking strategy can essentially be broken down into two approaches:

1. **Inbound:** When people find you because they are intentionally searching for you or someone like you, or stumble upon you because of your public activity online.
1. **Outbound:** When you reach out to other people online with a public post or direct messaging.

The best networking approach fuses both. Later, this article will explore two of the best social platforms for networking: LinkedIn and Twitter.

8. Network with a range of people

A diverse professional network leads to new opportunities, so pursue chances to network with all kinds of people. You might network with potential customers, employees, collaborators, or even business partners. All you need is one commonality to open the door.

9. Prepare your elevator pitch

Think about what makes you interesting and different and craft it into an elevator pitch to keep in your back pocket for when you need to introduce yourself.

Everyone has a story that makes them unique. If you're stuck on where to start, here's a template you can adapt based on your own story, who you're talking to, and whether it's in-person or online.

Elevator pitch template:

My name is **[YOUR NAME]**, **[TITLE]** at **[YOUR COMPANY]**. We offer **[PRODUCT/SERVICE]** for **[TARGET MARKET]** to **[VALUE PROPOSITION]**.

Unlike **[THE COMPETITION]**, we **[KEY DIFFERENTIATOR]**. And we recently **[RECENT MILESTONE]**.

Example:

My name is Braveen Kumar, I'm a Shopify content creator. We offer a platform that empowers both early entrepreneurs and large enterprises to build, run, and grow their own stores.

Unlike most marketplaces where you can sell your products, Shopify lets you build and brand your custom online store with the tools to sell across a variety of channels, manage inventory, start small, and scale fast.

Today, more than 500,000 entrepreneurs use Shopify to power their businesses.

10. Attend online and offline events

Networking events can happen virtually and in person. In-person events local to you offer a great

chance to meet people in your community. But if you want to reach a broader network, you can also look to online events—you can connect with like-minded people from all over the world.

11. Collect contact information

Don't forget to get contact information when you make connections. Ask about email, phone number, and social media channels. You might also want to learn what their website URL is so you can do some follow-up research later on. Without contact information, you're going to have a difficult time maintaining these relationships.

12. Ask your peers for relevant introductions

Referrals carry more weight than cold introductions—it's a form of social proof. Rather than cold-pitching yourself to a potential new connection, ask for an introduction from someone you know in common.

13. Join or start something new

Whether it's starting a blog, a YouTube channel, or a side business, doing things outside of your main job makes networking a lot easier. Not only does it give you more to talk about, but it also helps you make connections in the process as you try to grow something on your own.

Publishing, in particular, is an effective way of making new connections—especially if you do it on platforms like LinkedIn or Medium that give you access to their built-in audiences. It also helps you grow your personal brand.

14. Remember to follow up

Following up is important for nurturing and maintaining relationships, as well as for staying top of mind. It also gives you a great chance to share what's new with you. You can set up calendar reminders or use your CRM tool to automate follow-ups.

Remember the following tips:

- Personalize your emails based on fields like first name and company name.
- Save templates to customize in the future.
- Keep track of who you've emailed and make notes about your contacts.
- See if they even opened your emails—incredibly valuable insight that can help inform any follow-up you do.

If you haven't already, you should also optimize your email signature with links to your website,

LinkedIn, [Twitter](#), and other relevant social profiles.

How to network with people online

There are many options for online networking, including social media, online groups, email, and virtual events.

Networking on Twitter

As a public forum social media platform, Twitter is one of the best places for building networks. Here are some tips for networking on Twitter:

- Optimize your Twitter bio to convey what you do and are about, both personally and professionally. Use keywords people search for (like your job title or industry) to make yourself easier to find.
- If you're looking to connect with people in a specific city, search for people based on location, job title, company, or any other information on their profile with [Twitter's Advanced Search](#).
- Add the people you're interested in to your private lists so you can keep tabs on what they're up to. Make an effort to engage with their content via likes, retweets, and replies.

Networking on LinkedIn

Many people set their LinkedIn up as an online résumé and leave it at that. In reality, LinkedIn is home to [900 million professionals](#) organized by industry, skills, and mutual connections.

Not only that, when someone searches for you on Google, LinkedIn is often one of the top results, increasing your visibility both on and off the platform.

The key elements of a strong, searchable LinkedIn profile include:

- Professional, descriptive headline
- A custom URL
- Search-friendly job titles and descriptions
- Endorsements from colleagues, clients, partners, etc. in your network

Make sure your profile is complete and public. Frequent posting and publishing will also likely garner you favor in LinkedIn search results and visibility. Like Twitter, LinkedIn lets you reach out to people within your network via direct messaging. However, they have to be an existing connection. You have to pay for a premium plan to message people outside of your network using LinkedIn's InMail feature. When you send an invite to connect, you can increase your chances of acceptance by customizing the message with a quick introduction and why you think the connection is worth making. You might be wondering why Facebook isn't in this section. While Twitter and LinkedIn are often used as professional channels, Facebook connections are generally reserved for friends, family,

and casual acquaintances, and your cold messages might not be very well received by most people.

Networking at webinars and online events

Virtual events offer a low-pressure environment to make new connections. You can find these on platforms like [Eventbrite](#) and [Meetup](#), or through [Facebook Events](#)—you'll often see a mix of in-person and virtual events.

How to network with people offline

Even in an increasingly online world, the best, deepest connections you'll make are face-to-face. Offline networking events are still hugely popular—plus, they're a lot better organized now, thanks to technology.

Networking at conferences

Professional conferences are an opportune time to network. That's often one of the main goals for [76% of attendees](#), anyway—to network with people. Arm yourself with business cards prior to the event, and be sure to collect them as well. Take advantage of dedicated networking events within the conference, especially if it spans multiple days.

Networking at social events

If you're interested in local events that draw other like-minded people, in-person events are great forums for networking. Like virtual events, you can find offline events on Meetup, Eventbrite, and Facebook Events.

Open doors with effective networking

While you can certainly accomplish a ton on your own, imagine how much more you can achieve with a strong network of folks who support you. Having a strong network makes you an even stronger individual entrepreneur. Learning how to network effectively isn't just a skill for the world of business. Putting yourself out there and making connections can help you build your career, find mentors and friends, develop your own venture, and open new doors.

<https://www.shopify.com/blog/how-to-network>

Interview Strategies

How to Respond To “Do You Have Any Questions for Me?”

As an interview draws to a close, it's likely that the interviewer will ask, “Do you have any questions for me?”

When you hear this query, you may groan inside, since it can feel like you've covered absolutely everything during the interview.

Even though coming up with questions can be tricky, it's always better to respond with a question than to politely decline. Otherwise, you could leave interviewers with the impression that you're not engaged with the conversation, or that you're not interested enough in the position to jump at the opportunity to learn more.

Explore tips for how to respond to this question strategically—along with questions that are best avoided.

Key Takeaways

- Arrive at interviews with a list of questions to ask at the close of the conversation—these questions can be about the company, the role, and so on.
- Think of this common interviewer query as an opportunity to ask questions that show you're passionate about this role. It's also a way to demonstrate that you were engaged during the interview.
- Stay away from asking questions about salary and outside-of-work activities and avoid gossip and overly personal questions as well.

What the Interviewer Wants to Know

In some ways, there's a very straightforward reason for interviewers to ask if you have any questions: They want to give you an opportunity to get answers to questions that may help you decide if the role and company are a good fit for you. Plus, since it's such a common close to interviews, this question gives interviewers an opportunity to see if you prepared in advance.

How To Prepare for the Question

Since this question is common at the end of every type of job interview, it makes sense to plan for it in advance and be prepared. Develop a list of questions that you want answered, and keep in mind that your questions may change slightly based on your interviewer.

If you're meeting with someone from human resources, for instance, your questions might focus on the interviewing process or on the overall organization of the company. If you're meeting with the person who will be your manager, you might ask specific questions about your intended role or about the hiring process for new employees.

And keep in mind, as with all interview questions, this one gives you an opportunity to impress. By asking a thoughtful, strong question, you can close out the interview by giving the interviewers a good impression. Plus, interviews are a two-way street, and asking questions can be a good way to determine if the company and role at hand are a good fit for you.



How To Answer, 'Do You Have Any Questions for Me?'

Your questions should make it clear that you were engaged during the interview and have quickly gained a sense of the company's goals and priorities. You can reflect back to earlier moments in the interview or build off news within the company or its market.

You can also ask questions that'll help you find out more information about the company's goals and the role at hand. But make sure to skip any questions that you could have answered with a quick online search. Those types of questions can make you seem unprepared.

Questions to Ask the Interviewer

Look at a few broad categories of questions that are appropriate to ask.

Questions About the Role

This is a great opportunity to learn more about what you'll do if it hasn't already been thoroughly covered in the earlier part of the interview. Questions could include:

- Can you share more about the day-to-day responsibilities of this role? How would you describe the pace of a typical day?
- If I were hired for this role, what would you want me to achieve in my first two months?
- What mechanisms are in place for performance reviews and when would I receive my first formal evaluation?
- In your opinion, what is the single most important indicator of success in this role?

Questions About the Company or Interviewer

This is a good opportunity to get a sense of company culture and how the company is performing.

- How would you describe the management style of the organization?
- What's something that makes you happy about coming to work each day?
- How long have you been at the company?
- Can you talk about company culture?
- What is the greatest challenge facing the company?
- What are the company's goals for the upcoming year?

Questions About You

You can use this moment to get a sense of how the interviewer perceived you during the interview, and if they think you're a good candidate. With these questions, you might want to preface by expressing your excitement for the role, and then (based on the feedback you get) address the issue on the spot. You can ask:

- What are your concerns about my candidacy?
- Are there any qualifications that you think I'm missing?



What Not To Ask

It may be an open-ended question, but that doesn't mean any response goes. Stay away from questions on the following topics:

Off-work activities:

It's fine to ask questions about the culture at the job, but stay away from queries that are focused on non-work activities, like happy hour outings, lunch, or vacation time. These types of questions will make you seem uninvested in actually doing the work, which isn't the right impression to leave.

Similarly, don't ask how many hours you'll need to work each day.

The interviewer's personal life or office gossip:

Give interviewers the same courtesy you'd want them to give to you by not inquiring about their family, living situation, or gossiping about people you may both know.

Things you could answer yourself: If your question could be easily answered with a quick online search or by glancing at the company website, skip it. Time-wasting questions won't be appreciated. Interviewers expect that you will have done research on the company and familiarized yourself with the basics.

Salary and benefits: If it's a first-round interview, getting specific about salary and benefits can make you seem uninterested in the work and the company, and focused only on yourself. If your interviewer does ask about salary.

Very complicated or multi-part questions: Asking multi-part questions can overwhelm interviewers. Ask just one question at a time. You can always follow up. Aim to make the moment feel conversational.

Some questions shouldn't be asked during interviews, even if you're invited to ask questions. That includes:

- What are some of the latest developments at your company?
- How much can I expect to earn during the first year?
- What do employees do for fun with colleagues after work?
- Do you have children? Is this a child-friendly employer?
- What are five strategic goals for the organization during the next five years?

<https://www.thebalancemoney.com/job-interview-do-you-have-questions-4138097>

How to Sell Yourself in an Interview

3 Step Process

It can be useful to approach it as a marketing challenge. An interview is a conversation, yes. It's an opportunity to get to know a potential manager or colleague and discuss a potential opportunity. You want to be likable and authentic. However, don't forget that the interview is also an exercise in positioning yourself for the position. You want to convey what sets you apart from the competition and how you could benefit the organization if hired. So now that we're running with this metaphor of you as the great product and the interview as your marketing opportunity, let's look at how to approach your interview like a marketer.

Step 1. Analysis

Any good marketer understands the value of market research. Who is your target audience? What are they looking for? What does the competition offer? How can your product solve the customer's problem and/or improve the customer's life? Take a good look at the job description. Where are you a great match? Which of the top requirements do you bring to the table? Can you claim expert status or impressive accomplishments that can separate you from the pack?

Understand what they are looking for and emphasize how you specifically fit those needs.

Sometimes it's difficult to analyse yourself clearly (especially if you have been job hunting for a while and are feeling bruised by the process). This is where a trusted mentor or coach can help with some objective feedback on what to emphasize and what to downplay.

Step 2. Hone Your Speaking Points

Be proactive about what you want to convey in your interview. Based on the analysis conducted in Step 1, you should have a pretty good sense of the key selling points that your interviewer will be most interested in. Now it's time to frame these selling points so that you can communicate them concisely and powerfully.

It is useful to do some preparation around what you want to say and how you want to say it. In fact, this is particularly important for those who consider themselves a bit modest or uncomfortable

“selling” themselves.

If you have a history of being too modest in interviews, it's going to feel weird at first. If you wing it, even if you've analysed your fit and told yourself that you're going talk yourself up to more, I can almost guarantee that you will hold back because it won't feel natural.

That's why it's so important to think about the approach and language that will be most natural for you — that will still feel like YOU, just more confident and articulate about your positive qualities. The process of writing down your speaking points will make a tremendous difference.

Sit down and list your top selling points. What do you want your interviewer to remember about you? Aim for at least five main points —these can be areas of expertise, key accomplishments, education or training, soft skills, personality qualities, and/or other strengths.

For each of these, write a proof statement. This proof statement can be a brief example or a more general statement about how you have demonstrated that strength in the past.

Step 3: Practice Until It Feels Natural

Just like you would practice for an important speech or a big performance, you must practice for your interview. Most people know this is true, but my experience shows that few candidates put enough (if any) time into effective practice. Practicing is especially important for those inclined to modesty (anyone who feels skittish about the idea of “selling” themselves!) In Step 2, you outlined your main speaking points in writing (remember, not word for word). To make sure you can deliver this crucial information in a compelling and natural way, you'll need to speak those selling points out loud (with your notes at first and eventually without them). I can't emphasize the value of practice enough. The process of practicing can feel awkward, but it allows you to work out the kinks BEFORE you walk into the interview.

This practice will also make you more comfortable with saying positive things about yourself and help you own your strengths in your own voice.

Finally, practice will help you with remembering what you want to say — even if your nerves act up when the pressure is on in the interview.

<https://resources.biginterview.com/interviews-101/how-to-sell-yourself-in-an-interview/>



Social Media Dos and Don'ts

During a Job Search

How (and How Not) to Use Social Media to Job Search

Social media, including sites like Twitter, Instagram, and Facebook, can help you find a job and connect with people who can assist you with growing your career.

However, it works both ways. Social media, when used the wrong way, can backfire, and jeopardize a job offer or even your current job. It's important to be careful and consider what you should do on social media to aid your job search... as well as some bad habits that are best avoided.

Do Create an Online Presence

When you're looking for a job or positioning yourself for career growth, it's important to have an online presence to showcase your skills and experience. Your online social media pages will also help you connect with contacts who can expedite your job search and assist you with moving up the career ladder. Take the time to ensure that all your work-related social pages are updated and ready to be reviewed prior to starting a hunt.

Do Be Consistent

Does the employment history on your resume match what's on your LinkedIn profile? Does the information you have on your Facebook page (if it's public) match up with the information you have elsewhere online? It's fine if you rework your job descriptions, for example, because targeting your resume is a good thing when applying for a job. What's not okay is if your job titles, companies, and dates don't jive. That's a red flag for prospective employers.

Don't Get Fired

Employers check out candidates on Facebook, Twitter, Instagram, and other social media sites. And it's pretty routine for connect with colleagues on social media sites, too. That means that anything you post may be read by your employer or co-workers. If you share company business (good or bad) or post inappropriate content, you could get in trouble with your current manager, and it could even cost you your job, especially if you post on social media while at work. It's not just your current employer — hiring managers often screen candidates' social media and will avoid interviewing or hiring candidates who post inappropriately.

Do Google Your Name and Check What's Online

What shows up when you search your name? Most likely, there's a ton of information, from tweets to photos. It's quite easy for employers to find information you may have preferred to keep private. Much of it can be found by Googling your name. Be aware of what shows up, and if any photos or posts could handicap your job search, change your profile settings or delete the individual posts.

Do Be Careful What You Tweet

Be careful what you tweet. You don't know who might read it. Just search Twitter for "I hate my job" for an example of what I mean. Hiring managers and bosses are using Twitter, too, and if you say it someone will probably read it. Tweets show up in Google search and you don't want to lose your job because you didn't think before you tweeted, even if you hate it.

Don't Forget Your Facebook Privacy Settings

You may think you're only sharing those photos from last night's very late party with your Facebook connections, but often, people you don't know can see your photos that you're tagged in or read your posts. Take some time to review what strangers, as well as friends of friends, can see.

Do Network Before You Need To

Build your network well in advance of when you need it. Make connections in your industry and

career field. Follow career experts. Talk to your contacts on Twitter or the other networking sites. Join Groups on LinkedIn and Facebook, then post and join the discussion. Be engaged and proactive in your communications. By building a network in advance, you won't have to scramble if you unexpectedly lose your job or decide it's time to move on.

Do Give to Get

In a nutshell, give to get. Networking works both ways — the more you are willing to help someone else, the more likely they will be to help you. Take some time every day to reach out to your connections. Write a recommendation on LinkedIn, offer to introduce them to another connection, share an article or news with them. Giving to get really does work — your connections are more likely to return the favour when you've offered to help them.

Don't Connect with Everyone

There is a school of thought that says you should connect with everyone when you're using social media. However, quality is more important than quantity when it comes to connecting. The first question you should ask yourself when making connections is how can the person help me? The second question is what can I do to help them? Before you ask someone to connect, consider what you have in common. That common denominator, regardless of what it is, is what's going to help with your job search.

Don't Spend Time Online on Your Boss's Dime

The temptation, of course, when you are job searching is to spend time looking at job postings, perhaps uploading your resume to apply, talking to contacts, or posting about the trials and tribulations of your job search on a Facebook page. If you were to do that, you certainly wouldn't be the first (or the only) person to do so. Many people job search from work but given the way companies monitor employees, it's not wise to use your work computer or email account for job searching. Or, if you do, be careful how you do it.

<https://www.thebalancemoney.com/top-social-media-do-s-and-don-ts-2062712>



How to Get a Job Through LinkedIn

The Complete Guide 2023

What is LinkedIn? How does it work?

LinkedIn is a social networking website that allows users to share their professional interests with other members and search for job opportunities. LinkedIn was originally created in 2002 as a business networking site but expanded into the social networking field in 2006. LinkedIn offers its members a variety of features including profiles, messaging, and the ability to organize events based on professional affiliations, work experiences.

Benefits of Using LinkedIn for your Job Search

LinkedIn is a great way to find a job. It's also a great way to find your next boss. LinkedIn is one of the best and most valuable tools you can use for your job search. It's not just a social networking site for professionals, it's also a place where you can find potential employers, recruiters and jobs.

LinkedIn is the best way to network with other professionals in your industry or field. You can make connections and build relationships with people who may be able to help you find a job.

You should also be sure to fill out your profile completely on LinkedIn so that it reflects the skills that you have and the experience that you have in your field of work. This will help people who are looking for those skills to find you more easily.

Ways to Increase the Chances of Receiving an Interview Invitation on LinkedIn

LinkedIn is a social networking website for professionals with more than 500 million members in over 200 countries and territories.

The best way to increase the chances of receiving an interview invitation on LinkedIn is to be active on the site, participating in discussions, and sharing relevant content. Also, build connections as much as you can. LinkedIn allows you to connect with professionals who are in the same industry, location or profession as you are. Connect with people who can help you network and find jobs in the future. You can also find potential employers through LinkedIn's search function and then connect with them once they have accepted your request for connection.

With this information, we can conclude that it is important to be active on LinkedIn and participate in discussions. This will increase the chances of receiving an interview invitation.

How to Apply for Jobs through LinkedIn if You're not Getting Results

There are many ways to use LinkedIn to find a job. One way is by using the "People" tab on the homepage, which will show you people who have connections with your connections and people who have jobs in your field of interest. Another way is by using the "Jobs" tab on the homepage, which will show you all of the jobs that are available through LinkedIn. You can also use LinkedIn's job search function as well as its company pages function to find new opportunities.

Some tips to help you get better results on LinkedIn:

1. **Optimize your LinkedIn profile:** Your LinkedIn profile is your digital resume, so make sure it's complete, up-to-date, and tailored to your target job. Use keywords that match your desired job description, highlight your skills and achievements, and add a professional profile picture.
2. **Build your network:** Connect with people in your industry, past and current colleagues, and other professionals who can help you with your job search. Engage with their posts and share

relevant content to build relationships.

3. **Search and apply for jobs:** Use LinkedIn's job search feature to find job postings that match your skills and interests. You can also set up job alerts to get notifications when new jobs are posted.
4. **Reach out to recruiters:** Many companies use LinkedIn to find candidates, so reach out to recruiters in your industry and express your interest in working with their company. Make sure your message is professional and tailored to the recruiter's needs.
5. **Leverage LinkedIn groups:** Join LinkedIn groups that are relevant to your industry and engage in discussions with other members. This can help you build relationships and increase your visibility to potential employers.
6. **Share your work:** Showcase your skills and experience by sharing your work on LinkedIn. This can include articles, presentations, or projects you've completed. This can help demonstrate your expertise and increase your chances of being noticed by potential employers.
7. **Stay active:** Stay active on LinkedIn by posting updates, engaging with other users' content, and sharing relevant industry news. This can help keep you top of mind with potential employers and increase your chances of being noticed.

By following these tips, you can increase your chances of getting a job through LinkedIn. Remember to be patient, persistent, and professional in your job search, and you'll be on your way to a successful career in no time.

<https://www.linkedin.com/pulse/how-get-job-through-linkedin-complete-guide-deep-kumar/>

Eight Financial Planning tips for graduates

Starting your financial planning journey the right way is critical to your future financial success. As a recent graduate earning your first income, starting your financial planning journey the right way is critical to your future financial success. If you're a graduate starting out your career, consider the following financial tips:

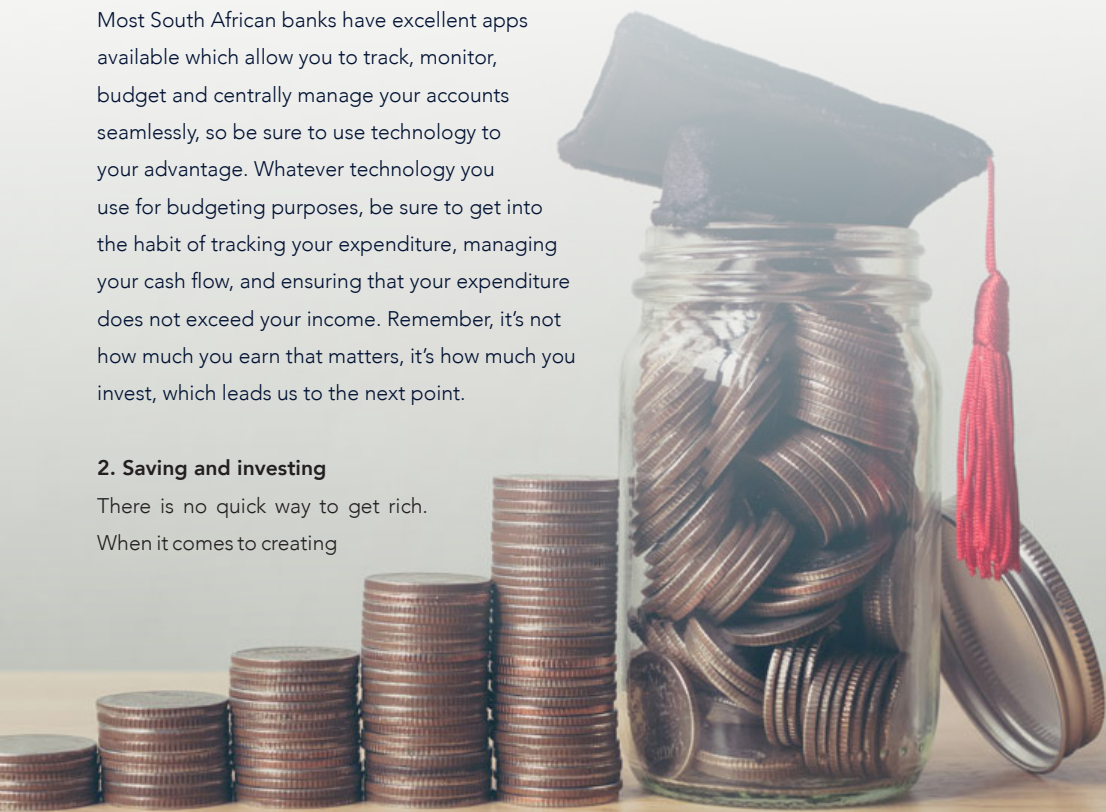
1. Banking and budgeting

The transition from student to a full-time employee may require that you review the type of bank account you use to manage your affairs, so do your online research or visit your bank to establish which account type is most suited to your needs. Remember, the ongoing responsible management of your various bank accounts is essential to building a good credit history, so set time aside to get your banking affairs in order.

Most South African banks have excellent apps available which allow you to track, monitor, budget and centrally manage your accounts seamlessly, so be sure to use technology to your advantage. Whatever technology you use for budgeting purposes, be sure to get into the habit of tracking your expenditure, managing your cash flow, and ensuring that your expenditure does not exceed your income. Remember, it's not how much you earn that matters, it's how much you invest, which leads us to the next point.

2. Saving and investing

There is no quick way to get rich.
When it comes to creating



sustainable wealth, nothing beats the combination of time and compound interest, so start investing today. Get into the habit of using a portion of your paycheque to save for the future, or at least for some future goal. Ideally, automate your savings so that your premiums run off your bank account on a monthly basis – and be sure to review your level of savings as and when your earnings increase.

The phrase *'paying yourself first'* is another way of saying *'invest in yourself'*, and the best way to do this is to start saving with your first paycheque. One of the most tax-efficient methods of building wealth as an income earner is to invest through an approved retirement fund, such as through your employer's pension fund, if this option is available to you, or through an individual retirement annuity on a LISP platform.

That said, it is advisable to establish a workable balance in your investment portfolio that allows you to benefit from the available tax deductions while allowing you access to discretionary funds earmarked for short to medium-term goals.

3. Emergency cash

Prioritise setting up an emergency fund to provide a financial buffer against high-cost, unforeseeable events. Any sizeable, unexpected costs you may be faced with can derail your financial planning and land you in debt. Ideally, target a cash cushion that would be sufficient to cover your living expenses for a period of three months, and keep these funds clearly earmarked for emergency expenditure. The level of your emergency funding should be driven by a combination of factors such as your current living costs, your risk of unemployment, and whether or not you have other income streams, amongst other things.

4. Debt and credit history

If you have a student loan in place, be sure to understand the terms of your contract so that you don't miss any repayments, as any late payments can affect your credit score going forward. As a young graduate starting out your career, it may be difficult to avoid incurring debt, so our advice is to do so responsibly, to incur only as much debt as is absolutely needed, and to ensure that your debt repayments are affordable going forward.

For instance, if you need to finance a vehicle in order to ensure reliable transport to and from work, don't fall into the trap of buying too much car for your needs. Car salespeople are trained to up-sell, so do your research first and be absolutely sure what you are looking for and how much you are

willing to spend on reliable transport.

While some debt may be necessary, avoid incurring debt to fund lifestyle expenses such as rental, groceries, entertainment or travel, as this debt is not only expensive but also unsustainable going forward. To avoid falling into a debt trap, you need to ensure that you spend less than you earn and that your debt-to-income ratio remains manageable. Remember, the amount of debt that you have and the manner in which you manage it is critical to building a good credit score, so keep a tight check on your debt repayments and the amount of debt you have.

5. Risk protection

At the outset of your career, there may be little need for life cover – especially if you are single and do not have sizeable debt. However, the risks of illness or disability, both of which can impact your ability to earn an income – either temporarily or permanently, should be mitigated using appropriately structured risk products. Although expensive, private medical aid cover should be a priority in your budget and, if affordability is an issue, consider joining a network option that provides good in-hospital cover.

You may also want to consider putting an income protection benefit in place to ensure that your income is protected should you become temporarily or permanently disabled as a result of illness or accident. Income protection cover is a form of disability insurance regulated by the Long-term Insurance Act and can be quite technical, so consider seeking advice from an independent advisor. If your employer provides group risk benefits, find out if your cover includes income protection insurance as this type of cover is generally more cost-effective.

When applying for disability cover, you are likely to be medically underwritten by your insurer – a process that is designed to allow insurers to assess the risks you present to them. It is often therefore advisable to secure disability insurance while you are still relatively young and healthy, keeping in mind that many diseases and illnesses are a function of the ageing process.

6. Financial and legal documentation

Make a concerted effort to organise your filing system so that all-important financial and legal documentation is centrally collated as you may be surprised at how often you will need these documents. These documents include, but are not limited to:

- Official matric certificate and school testimonial;
- Office transcripts from any tertiary institutions you studied through;
- A copy of your degree and/or diploma certificates;

- Details of all awards, scholarships and bursaries you received;
- Your ID and passport;
- Your will, living will and other estate planning documents;
- Student loan contract and statements;
- Tax number;
- Payslips;
- Proof of bank account;
- Reference letters;
- Driver's licence; and
- Utility statements.

Ideally, set up a filing system that works for you, keeping in mind that it is often necessary to keep hard copies of these documents.

7. Employment

If you're fortunate enough to be gainfully employed, take all steps necessary to ensure that you understand your employment contract and be sure to make full use of the benefits available to you. Your employment contract should set out all details in relation to not only your salary but also commissions, incentives and bonuses, overtime pay, leave (including study and compassionate leave), retrenchment, deductions and group benefits.

Make a point of going through your payslip so that you are clear on what deductions are being made and how much you are being taxed. Importantly, make sure that your employer has duly registered you for tax and make sure that your taxes remain up-to-date with Sars. Use every opportunity offered by your employer to garner more experience, enhance your skillset, and further your qualifications, keeping in mind that while you are young and single it is much easier to commit to furthering your education.

8. Your online profile

Your real curriculum vitae is the cumulation of all your social media profiles and posts, which means that your future earning potential is very much dependent on the online image you present to the world. Whether you're seeking an internal promotion, looking for external employment opportunities, or hoping to start your own business, establishing and maintaining your online profile is a critical determinant.

<https://www.moneyweb.co.za/financial-advisor-views/eight-financial-planning-tips-for-graduates/>



Writing a Graduate CV

Note, that you should write a new CV for each vacancy you apply to. Target and tailor the CV at the vacancy, company and industry that you are applying to.

Emphasise Education

Make sure to focus on your degree. Beyond degree classifications, it is important to emphasise what you gained from your studies. In other words, the transferable skills you have developed. For example, planning your dissertation shows that you are organised while completing assignments shows that you are able to work to deadlines.

Highlight Relevant Experience

Understandably, you will not have much previous work experience as a recent graduate. In attempt to fill gaps, do not be tempted to mention your brief period as a dog walker during the summer holidays, when you were still in high school. Unless you can tie it to the role you are applying for.

If you are concerned that a lack of professional experience will set you back, try not to worry. You can always mention any unpaid internships, freelance or voluntary work you have done. These positions will still demonstrate the qualities and transferable skills that make you an excellent candidate for the job.

Use Keywords

Read the job advert carefully and try to identify any keywords, phrases and action verbs that you can use to tailor your CV to the job. For example, if the job specifications require the candidate to have ‘excellent communication skills’, make sure that you repeat the exact phrasing on your CV. It is also a good idea to use variations of keywords.

Watch Your Formatting

The content included on your CV is what really matters but that does not mean your CV’s layout, format and overall design is worthless. After all, you want to make your skills and knowledge as visually appealing as possible.

You can do this by:

- Using a combination of bullet points and short paragraphs
- Using a modern and clearly legible font like Arial or Calibri between 10 and 12 points
- Aiming for two pages
- Making good use of white space

Edit and Proofread

Before you start submitting applications to the companies make sure you check and double-check your CV for spelling, grammar, tenses, names of universities, etc. Ask family and friends to review your CV in case there is a typo you missed, which could cost you a once-in-a-lifetime opportunity.

Personal Details

The first part of your CV (the top of the page) should contain your personal details:

- Your name (use a larger font size and bolding to make it stand out more)
- Your email address (make sure it sounds professional!)
- Your phone number (mobile is always better)
- Your home address or the city you live in
- A link to your LinkedIn profile

Personal Statement

A personal statement, sometimes called a career summary or profile, is a brief description of your key achievements, skills and experience and is used to promote the strategic value you can add to an employer’s organisation.

A well-written statement can be anywhere between 50 and 200 words. You can mention your strengths and achievements. These could be academic achievements or career skills. This is helpful if the advert stipulates that you should not submit a cover letter.

Your personal statement should answer the following questions:

- Who are you?
- What can you bring to the table?
- What are your career goals?

Education & Qualifications

It should be written in reverse chronological order (most recent qualification first) and contain the following:

- Institution name
- Dates of study
- Degree and degree classification
- Course modules relevant to the job you are applying for
- Other relevant information, like a project or dissertation

Employment History

As a recent grad, you may find that this section is the hardest to write, especially if you have no experience to speak of. If this is the case, try to keep this section brief and organised in reverse chronological order.

Make sure you include:

- Job title
- Company name
- Dates of employment
- Key duties and achievements

Skills

Highlight specific skills by also going through the job application and deciding which skills are most desired. Highlight only the 4-5 key skills that really matter. Employers hire to solve a specific function with a specific method. Be the SPECIFIC solution. Do not just name the skills in this section. Highlight them everywhere in your CV while using the exact terminology of the company.

Hobbies and Interests

Including this section is optional but it can help you demonstrate your skills and support your motives. Include constructive hobbies like gardening, baking, reading, participating in community/church/sports activities. Do not add hobbies like taking long walks at the beach or socialising with friends which will most likely be of little interest to employers.

Make sure that you expand on each hobby and provide the employer with useful information to confirm your suitability to the role.

Additional Information

This section should be used to mention anything that may help support your application, like having a driving license, speaking a foreign language or volunteering at a local Non-Profit Organisation.

References

Make sure you offer the following information:

- Their name
- Their job title and company name
- Their relationship to you
- Their address
- Their phone number
- Their email address

If you don't have any professional references, it's perfectly alright to use former teachers, lecturers, etc. for character references. Whatever the case, make sure you ask for their permission first!





Dr J Kinsman

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Qualification(s) and year obtained

2012	BCom Financial Planning
2013	BCom Honours (Business Management)
2014	MCom Business Management <i>cum laude</i>
2015	PGDip Financial Planning
2023	PhD Business Management

What skills or knowledge did you learn throughout

University did you find most useful in your career?

In addition to the knowledge that I have acquired about entrepreneurship, business management and specifically financial planning, I have obtained various skills that have contributed towards my success. I have learnt time management skills, interpersonal skills and the ability to not only work within a team but also the ability to lead a team. I think the most important skill that I learnt was the ability to prioritise different tasks.

What motivated you to pursue a career in your field?

I have been a financial planning academic since 2013 (10 years). I am the programme leader of the BCom Financial Planning programme and teach and also teach on the PGDip Financial planning programme. These programmes are accredited by the Financial Planning institute (FPI), which is the South African professional body within the financial planning profession.

The idea of financial planning, the importance thereof and the benefits of financial planning appealed to me as a student especially because it is something that people of colour are not familiar with or exposed to due to our cultural upbringing as well our history of apartheid where people of colour (the previous generation) were excluded from participating in the formal financial services industry. Stigmas and taboos still exist regarding finances which results in Black consumers (Black African, Coloured, Asian and Indian) being reluctant to talk about their finances within their households and much less with a financial planning professional. This also results in a reluctance to save, invest, insure and make long term financial plans. By pursuing a career in financial planning, I saw it as a means of empowering people of colour and more especially as a financial planning academic, ensure that I have an influence of the type of financial planners that we train so that they are able to

provide financial advice that is inclusive of all South African consumers, irrespective of their cultural background.

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

Based on what I know now, I would still choose the same career path, in fact I would make the decision sooner.

| What have been the biggest challenges in your career?

The biggest challenge has been the continuous studying that is required as an academic. The older I have become, the harder it has been to retain information and juggle work, being a wife, a mother and a lifelong student.

| How did you prepare yourself for the working world whilst you were in University?

It is difficult to prepare yourself for the working world because you often doubt your abilities especially when you graduate. It is as if you are expected to know everything about the industry that you have just entered. I have learnt however that what is the most important is to always maintain a level of professionalism, always have an open mind and to be humble and honest about what you do not know but be keen and willing to learn and grow.

| How do you make use of your spare time?

I love spending quality time with my family, but I am not afraid to admit that I love watching junk TV (because I have to read serious books and articles all the time) and playing video games.

| What do you wish you had been told as a university student? Name three

- To make yourself employable during the course of your studies and not once you graduate.
- To consistently engage and network with industry role players and your lecturers.
- To not pretend to know everything but be confident in your ability to learn things that you may not know.

| Describe your recruitment process experience in five words.

Unexpected | humbling | blank canvas | exciting | independence



Mr Liyema Mandlake

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Qualification(s) and year obtained

2021	Bachelor of Arts (Human Resource Management)
2022	Bachelor of Arts Honours (Industrial and Organisational Psychology)

What skills or knowledge did you learn throughout University did you find most useful in your career?

Throughout my academic career, knowledge imparted by my lecturers has immensely helped me within the workplace. By providing me an understanding of the fundamentals of human resources management, such as

understanding that there are learning and development strategies imposed, or that there are human resource information systems to aid in your work process, and that there is an overall value for the use of psychometrics within HR. The skills I have learned that are most valued within the workplace include the skill of professional communication, time management and remaining accountable with each task assigned to you.

| What motivated you to pursue a career in your field?

The passion I have for human relations and the wellbeing of people, led to my decision to study human resources and subsequently a postgraduate degree in industrial psychology, so that I can cultivate the science behind becoming a successful employee.

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

I most certainly would pick the same career path I believe that it's a non monetary reward to aid in the development of a person.

| What have been the biggest challenges in your career?

The biggest challenge I have faced is reconciling what I know from an academic point of view and making use of it within the practise of the HR function.

| How did you prepare yourself for the working world whilst you were in university?

Throughout my studies I ensured that I had a part time job that would offer me the opportunity to learn the expectations of corporate culture. I also attended numerous virtual graduate expos and I made use of online training videos found on YouTube that informed me what is expected of me throughout the interviewing process.

| How do you make use of your spare time?

In my spare time I go to the gym and exercise because I find that when you exercise you gain some level of clarity and it re-focuses your mind for the mental challenges you need to face, and it makes you more agile.

| What do you wish you had been told as a university student? Name three

- a. I wish I had been told sooner, that being at university is my career and graduating is the promotion that I would get. This gave me a perspective that I should be working a minimum of eight hours a day on any form of academic work. Such as reading the assigned textbook, preparing the necessary material for the next class or even catching up on an assignment.
- b. I wish I had been told, that you are not an island use the resources provided by the university to their full capacity to aid in your academic success. Because the library is full of textbooks if you don't have the money to buy one, Career Services is there to help you find a job or at least point you in the right direction of job opportunities etc.
- c. I also wish I had been told, that the friends you keep around you, should alleviate the pressure of academic success, by helping you create a study group that goes to the library at a certain time, that keeps you accountable for the deadline you set to have your first draft of your assignment done etc.

| What advice would you give current students or fresh graduates who wish to follow a similar career path?

Be proactive about your CV, make sure you participate in school activities that showcase your ability to project manage for example, also consider that employers are looking for people with experience, you need to try and have a part time job that you are doing at some point in your academic career.

| Describe your recruitment process experience in five words.

Rigorous, Protracted, Multi-dimensional, Structured and ultimately Rewarding.



Melissa Bezuidenhout

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Qualification(s) and year obtained

2021 Bachelor of Commerce (Accounting for Chartered Accounts)

2022 Postgraduate Diploma in Accounting

I am currently pursuing my first year of Chartered Accounting articles as an Academic Trainee for Management Accounting 3 and Financial Accounting 3 at Nelson Mandela University

What skills or knowledge did you learn throughout University did you find most useful in your career?

The three skills that I learnt at university that I have found most useful in my career are critical thinking, networking, and leadership.

What motivated you to pursue a career in your field?

Chartered Accountancy is a globally recognised qualification which provides a world of opportunities in every field of business as well as in academia. I believe that through this qualification and career I will be able to make a real difference in the community around me.

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

Yes, although my academic journey has had its ups and downs, I have no regrets.

What has been the biggest challenge in your career?

The biggest challenge in my career so far has been self-doubt, sometimes I lack faith in my abilities. To overcome this challenge, I try to focus on the unique skills that I can bring to the table in my field.

How did you prepare yourself for the working world whilst you were in university?

I prepared myself by trying to demonstrate a professional work ethic from day one of my university journey. I consistently tried my best and put in maximum effort, it reflected in my results and definitely prepared me for the working world.

| How do you make use of your spare time?

I am a foodie so in my spare time I enjoy trying new foods, food cultures and restaurants. I also enjoy taking long walks and spending time with my family and friends.

| What do you wish you had been told as a university student?

The three things that I wish I had been told as a university student is:

Application is key. If I look back at my university career, the courses I remember are the ones in which I applied what I had learnt. The textbook content is helpful for your exams, but make sure you absorb every second of lecture discussions, tutorials and group projects like a sponge. This is what will help you in your career after university.

Balance is essential to success. Studying is essential to succeed in university, but being in a good head space is equally as important to succeed. I always had to remind myself that an empty tank will take you nowhere, take the time to refuel to enable yourself to give your university tests and exams your best shot.

Something I didn't expect from my university experience is how much you need people. Yes, university is about achieving your qualification but it also about the experience and all the people you meet along the way. You need to be able to work with people, networking is so important. University was challenging and I would not have been able to do it without each and every person being there and adding their contribution to my academic journey.

| What advice would you give current students or fresh graduates who wish to follow a similar career path?

Do the best that you can, with whatever you have, in whatever situation you are in, and you are bound for success. At the end of the day, we'll each find our own version of success at the time that is right for us. Detach yourself from other people's timelines and focus on yourself.

| Describe your recruitment process experience in five words.

During my recruitment experience it felt uncharted, challenging, reflective, satisfying and accomplished.

NELSON MANDELA

UNIVERSITY



Career Services

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Experiential Learning / In-service Training Placement
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CareerServices@mandela.ac.za

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Aberdare Cables 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>Aberdare Cables is a level 1 BBBEE contributor which places it in an advantageous position to secure business in the industry</p>	<ul style="list-style-type: none"> • Polymer Technology • Analytical Chemistry • Industrial Engineering • Electrical Engineering • Mechanical Engineering 	<p>Please send your CV and full academic record to PE_Vacancies@aberdare.co.za</p> <p>We will be considering Workplace Integrated Learning for practical's as well as internships for 2023.</p> <p>Website - http://www.aberdare.co.za</p> <p>Visit Aberdare Cables at the Career Fair: 2 & 3 August – Heinz Betz Hall, North Campus</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Auditor General SA 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-ggSNki2hFhXEOBHNbk9hPf7wRFo8co_SoF_kIUQ1hNWUY5Rk4wNFVaVExBTThRWTQ5MFU4Ty4u</p> <p>Visit Auditor General at the Accounting & Law Day: 17 August - Nomhle Nkonyeni (Building 35), South Campus</p> <p>Website https://www.agsa.co.za/</p>
<p>Allan Gray Allan Gray is an investment management company from South Africa.[1] The company also has offices in Botswana, Namibia and Eswatini, and maintains a close relationship with sister companies Orbis Investment Management and Allan Gray Australia. Its clients include institutional investors, individual investors, insurance companies, trusts, foundations and foreign institutions.</p> <p>Allan Gray invests in assets across the African continent and employs over 1,000 employees. The company's Cape Town headquarters are in the Silo District of the V&A Waterfront. Silo One, the headquarter building, was the first in South Africa to be given a six-star green rating by the Green Building Council of South Africa.</p>	<ul style="list-style-type: none"> • IT • Commerce or Business Science degree with majors in Finance, Economics, Investments, Engineering, Mathematics, Statistics or Quantitative Analysis 	<p>Graduate Recruitment Opportunities: 1. Software Developer Programme: A final-year and/or postgraduate student with a minimum grade-point average of 70% throughout your university tenure kindly email a copy of your matric and tertiary academic transcripts to graduates@allangray.co.za.</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Retail investors can invest in Allan Gray's selection of unit trusts through a range of investment products. The investment manager currently offers basic unit trust investments, tax-free investments, offshore investments, retirement annuities, preservation funds, living annuities and endowments.</p> <p>Institutional investors are able to invest in unit trusts, life pooled portfolios and segregated portfolios, depending on the type of institution and the size of their investment.</p> <p>Allan Gray also offers group savings solutions for employers through the Allan Gray Umbrella Retirement Fund and the Allan Gray Group Retirement Annuity.</p>		<p>2.CA Trainee Program: If you want to be considered for a place in the programme and your academic average is higher than 75%, please send your CV and academic transcripts to topp@allangray.co.za.</p> <p>3.Retail Operations Consultant: Apply here - https://www.allangray.co.za/careers/graduates/#1</p> <p>4.Investment Service Consultant: Apply here - https://www.allangray.co.za/careers/graduates/#1</p> <p>Visit Allan Gray at the Career Fair: 2 & 3 August – Heinz Betz Hall, North Campus</p>
<p>Borbet SA For decades, the traditional Borbet enterprise has been listed as one of the most successful leading aluminium wheel manufacturers in Europe, and is the supplier to a multitude of renowned automobile companies. Around 2800 employees work at the main plant in Hallenberg-Hesborn and at the German production facilities in Medebach, Solingen, Bad Langensalza and Niederneuching. Production facilities in South Africa, the USA and Austria are also part of the Borbet Group.</p>	<ul style="list-style-type: none"> • Engineering • Logistics 	<p>Visit Borbet SA at the Career Fair: 2 & 3 August – Heinz Betz Hall, North Campus</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Bowmans</p> <p>One of our greatest strengths is our culture, which is friendly and informal and offers you the freedom to mould your own success within a supportive environment. Our firm is not simply a place of work; it is also the place where professional experience is developed, and lasting relationships are formed. In working with us you will get access to:</p> <ul style="list-style-type: none"> • Our specialist expertise • Our high performance cultures • Our top-quality legal matters • Experience across four rotations • Personal and professional growth 	<ul style="list-style-type: none"> • B. Com Law • BA Law • LLB degrees. 	<p>Visit Bowmans at the Accounting & Law Day:17 August - Nomhle Nkonyeni (Building 35), South Campus</p> <p>Website https://www.bowmanslaw.com/careers/graduate-opportunities/#Apply</p>
<p>Continental Tyre</p> <p>Continental Tyre South Africa (CTSA) shares in the rich history of the country and our employees are representative of the vibrant and colourful community in which we operate. In 1947 General Tyre South Africa was established by the Williams Hunt Group and General Tyre USA. In 1985 Continental AG and General Tyre SA signed agreement to produce Continental branded tyres in SA and since 2013 CTSA is 100% owned by CAG. We are the only Continental Tyre Plant in Africa and based in Gqeberha (formerly known as Port Elizabeth) in the Nelson Mandela Bay Municipality. CTSA supplies to all car manufacturers in South Africa. Meanwhile, our distribution network in the replacement market consists of the CAG owned ContiTrade Africa entity running the BestDrive franchise and company owned stores. In South Africa over 150 BestDrive franchise fitment centres have been created in keeping with international trends.</p> <p>At CTSA both our sales and marketing organisation and the manufacturing plant are found under one roof, creating a great team spirit among the over 1100 employees.</p> <p>Feel free to follow us on Facebook at https://www.facebook.com/continentalsa.</p>	<ul style="list-style-type: none"> • Engineering • Polymer Technology • Logistics/Purchasing • Sales & Marketing • Sales Controlling/ Finance 	<p>Website https://jobs.continental.com/en/#/</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Deloitte Deloitte is the global leader in professional services providing audit and assurance, consulting, financial advisory, risk advisory, tax, and related services.</p> <p>Our network of member firms in more than 150 countries and territories serve four out of five Fortune Global 500® companies.</p> <p>We bring the innovation and IP of 300,000 professionals and our extensive alliances to uniquely provide clients the breadth of perspective needed to deliver breakthrough solutions.</p>	<ul style="list-style-type: none"> Various 	<p>Website https://www2.deloitte.com/ Visit Deloitte at the Accounting & Law Day: 17 August - Nomhle Nkonyeni (Building 35), South Campus & at the Career Fair: 2 & 3 August – Heinz Betz Hall, North Campus</p>
<p>Discovery Health Discovery's core purpose is to make people healthier and to enhance and protect their lives. We seek out and invest in exceptional individuals who understand and support our core purpose, and whose own values align with those of Discovery.</p> <p>Our fast-paced and dynamic environment enables smart, self-driven people to be their best. As global thought leaders, Discovery is passionate about innovating in order to not only achieve financial success, but to ignite positive and meaningful change within our society</p>	<p>Contact Centre Consultant <u>Minimum Requirements:</u></p> <ul style="list-style-type: none"> Matric with English pass of 50% and higher Matric with either Math's, Math's Lit or Accounting with a pass of 50% or higher <p><u>Advantageous:</u></p> <ul style="list-style-type: none"> Communications / Business writing qualification. <p>Clinical Contact Centre Consultant <u>Minimum Requirements:</u></p> <ul style="list-style-type: none"> Matric with English pass of 50% and higher Matric with either Math's, Math's Lit or Accounting with a pass of 50% or higher Clinical Qualification (B Pharm, B HMS, B Ed) 	<p>Visit Discovery Health at the Career Fair: 17 August - Engineering Building, North Campus</p> <p>Website Careers at Discovery: https://careers.discovery.co.za/</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>ENSAfrica 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:17 August - Nomhle Nkonyeni (Building 35), South Campus</p> <p>Website www.ensafrika.com/trainees</p>
<p>Entelect Software (Pty) Ltd Entelect was founded in 2001 out of the Electrical Engineering school at Wits University in Johannesburg by Dr Charles Pritchard who was lecturing there at the time. Equipped with a strong vision to build a technology services company that delivers quality solutions and a knack for identifying talent, he started to introduce the best university graduates into the marketplace.</p> <p>Since then, we have evolved and grown into an end-to-end technology services business based on the following culture and principles:</p>	<ul style="list-style-type: none"> • Various 	<p>To apply follow the link: https://culture.entelect.co.za/apply-now/</p> <p>Visit Entelect at the Career Fair: 2 &3 August – Heinz Betz Hall, North Campus</p> <p>Website - https://entelect.co.za/</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Growth isn't optional. We invest heavily in making sure our people are learning, growing and are at the forefront of industry in terms of their knowledge and ability to apply that knowledge. As individuals and as a business, we want to continually improve, grow, teach and assist.</p> <p>Get things done. We take ownership of delivery, showing professionalism and urgency, while delivering solutions that make a business impact for our customers. Relationships set us apart. Creating technology solutions requires tight-knit teams with a positive, family spirit. Those teams are made up of our people and our customers' people, with a one-team mindset around delivering value.</p> <p>While our business has changed dramatically from those early days tucked away in a small corner of a university, and has seen us open offices across South Africa, The Netherlands, United Kingdom, Australia and New Zealand, we have never strayed from the principle of only hiring people with a passion for using technology to add business value.</p>		
<p>Ernst & Young</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: 17 August - Nomhle Nkonyeni (Building 35), South Campus</p> <p>Website https://www.ey.com</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Metindustrial T/A First Battery First National Battery is the leading manufacturer of lead acid batteries in South Africa. Established in 1931 when the first automotive batteries were produced in East London, South Africa, First National Battery remains at the forefront of battery technology and innovation.</p> <p>Batteries produced by First National Battery reach consumers annually through a strategic network of local distributors and Battery Centre franchises. The batteries are also exported to over 40 countries worldwide.</p> <p>Batteries produced by First National Battery are the first choice amongst South African Original Equipment Manufacturers (OEMs) including Mercedes Benz, Toyota, Nissan, GM SA, BMW, Volkswagen SA, Renault, Ford, Nissan Diesel and MAN.</p> <p>First National Battery's technical department is made up of qualified and experienced staff with an in-depth knowledge of lead-acid battery systems. All products are designed on Catia V5 systems making use of simulation software for checking battery design, performance capability, product capacity and manufacturing capability. Rapid prototyping also keeps us at the forefront of innovation.</p> <p>The modern design processes used by First National Battery result in all of our products and their components being fully recyclable. Our in-house tooling capability enables us to produce highly complex moulds for plastic component production. When it comes to manufacturing, we use only the best equipment at our four dedicated, vertically integrated manufacturing plants. The team of experts at First National Battery has the expertise and state-of-the-art facilities to conduct chemical analysis, metallurgical evaluation and performance tests.</p>	<ul style="list-style-type: none"> • Various 	<p>Visit First Battery at the Career Fair: 2 & 3 August – Heinz Betz Hall, North Campus</p> <p>Website - https://www.battery.co.za/</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
More advanced testing is conducted in collaboration with CSIR and selected universities. Sophisticated software utilised by our skilled and qualified personnel enables us to fast-track innovation and remain at the forefront of new capabilities and technological advances. All in-house projects are expertly managed from conceptualisation all the way through to implementation. Our team ensures every detail is attended to and uses the most sophisticated software including CAD, Wonderware and MS Project.		
The Fiduciary Institute of Southern Africa (FISA) The Fiduciary Institute of Southern Africa (FISA) is the only professional body focusing solely on fiduciary practitioners in Southern Africa. FISA is a non-profit organisation that represents fiduciary practitioners and sets high minimum standards for the industry. FISA members come from trust companies and banks, as well as the legal, accounting and financial planning professions.	<ul style="list-style-type: none"> Accounting Law 	Website https://www.fisa.net.za/
JENDAMARK Automation From specialised machine builder to global tech company, Jendamark Automation continues to drive forward-thinking tech solutions and improve production line efficiencies for the automotive industry. Jendamark Automation has an international presence in South Africa, India and Germany and a sales office in the USA. This global reach allows Jendamark to serve customers worldwide and offer round-the-clock service support.	<ul style="list-style-type: none"> Various 	To apply follow the link to submit your CV: https://www.jendamark.co.za/job/submit-your-cv-sa/ Visit Jendamark at the Career Fair: 2 & 3 August - Heinz Betz Hall, North Campus Website - https://www.jendamark.co.za/

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Jendamark has its global head office in the coastal city of Port Elizabeth, with satellite offices in Pretoria and East London. For almost three decades, Jendamark has been growing an internationally respected brand by delivering world-class turnkey production solutions. We pride ourselves on being the best in our core manufacturing focus areas of powertrain and catalytic converter assembly systems. With the rise of the Fourth Industrial Revolution, we have expanded our digital manufacturing technologies and also ventured into power electronics assembly systems for the electric vehicle market.</p>		
<p>KPMG 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 Accounting & Law Day: 17 August - Nomhle Nkonyeni (Building 35), South Campus</p> <p>Apply Online: www.joinkpmg.co.za</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Mazars Mazars is a leading international audit, tax, and advisory firm.</p> <p>Working as a united team provides the potential graduates to work on transactions across the continent and on a global spectrum.</p> <p>Here are some facts you may also want to say 'yes' to!</p> <ul style="list-style-type: none"> • 40 000+ professionals in 94 countries • Clients across various specialisations • Strong focus on training and development • 52% of our workforce is 30 years old or younger. • Innovation hubs in South Africa and globally <p>Secondment opportunities on completion of your training contract</p>	<ul style="list-style-type: none"> • Our 3-year SAICA Training Contracts are available to Graduates and Postgraduates who have completed an Accounting/Auditing degree at a SAICA accredited university. • Mazars also offers 4 and 5-year SAICA Training contracts for those still completing their accredited degree 	<p>Students can apply via our website by navigating to the graduate career page https://mazars.graduate.recruit.co/candidateapp/Jobs/View/MAZ230519-1.</p> <p>Successful candidates will be invited for an interview.</p> <p>Visit Mazars at the Accounting & Law Day: 17 August - Nomhle Nkonyeni (Building 35), South Campus</p> <p>Website www.mazars.co.za</p>
<p>Mercedes - Benz South Africa Ltd 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"> • Various 	<p>Website https://momentumhealthsolutions.co.za/</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Momentum Health Solutions</p> <p>We are a healthcare solutions business that is focused on sustainably delivering more healthcare to more South Africans. Our health value proposition offers flexibility and tailor-made solutions that focus on the well-being and success of our clients.</p> <p>We serve more than 2.8 million people across Africa. Internationally, close to 8 million people make use of our services. We are particularly proud of our health insurance solutions that aim to cover all employees, regardless of their affordability threshold, and operate alongside our medical scheme solutions.</p>	<ul style="list-style-type: none"> • Various 	<p>Website - https://momentumhealthsolutions.co.za/</p>
<p>Moore SA Pty Ltd</p> <p>Moore South Africa is part of the Moore global family, one of the world's major tax, audit, assurance and consulting networks, with over 30, 000 staff in 112 countries. We help you thrive in a changing world.</p> <p>With firms in Johannesburg, Benoni, Pretoria, Lichtenburg, Cape Town, Stellenbosch, Durban, Pietermaritzburg, Port Elizabeth, George, Mossel Bay, East London, and Humansdorp, we offer specialist advice in tax, audit, assurance and consulting and a dedicated focus on building and maintaining meaningful relationships with our clients.</p>	<ul style="list-style-type: none"> • Accounting • Finance • Auditing 	<p>To apply follow the link: https://www.moore-southafrica.com/careers/graduate</p> <p>Visit Moore at the Accounting & Law Day: 17 August – Nomhle Nkonyeni (Building 35), South Campus</p> <p>Website - http://www.moore-southafrica.com</p>
<p>MPC Connect</p> <p>MPC Connect is based at Holland Park, PE and are recruiting for Online English Tutors</p>	<ul style="list-style-type: none"> • Living in PE • Completed bachelor's degree – any field • Must be open to both day and nightshifts 	<p>Email your updated CV to Julie Steenekamp at Julie.Steenekamp@mpc.co.za</p> <p>There is no closing date – we are always recruiting</p> <p>We recruit in large numbers</p> <p>Website https://www.mpcconnect.co.za/</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>Nexia SAB&T Incorporated</p> <p>At Nexia SAB&T, we believe in the power of personal relationships. We collaborate with you to identify your business issues so that the solutions we develop are exactly what you need. Nexia SAB&T is an Accounting, Audit, and Consulting business that has been operating since the birth of South Africa's democracy in 1994. Our strength comes from the quality of personal relationships forged between our local offices, clients, and our affiliation with Nexia. We are business minded with an entrepreneurial spirit and can relate to the small and medium sized enterprises as well as the Global corporates that we serve. Our team acts with a sense of purpose and bring ideas to help our clients develop and grow. We listen to our clients and get to know them, so we can provide tailored advice. Our business structure gives our professionals ready access to technical specialists where needed. Specialists in accounting and assurance matters, information technology, tax matters and complex valuations, and grows our service offerings – which now include world-class internal audit, technical security audits, consulting, cyber-forensics, automation and digitisation services and many more. When clients are looking for a firm that understand their needs and 'speaks the language of their industry' Nexia SAB&T's value base of being a partner led service, provides a trail blazing example to follow. With a presence in all 9 provinces in SA, we have a truly South African footprint. In being a member firm of Nexia, which is represented in over 128 countries and 752 offices around the world, we are globally connected. This allows us to access internationally minded professionals and support our local businesses in their growth and venture into international markets. With Nexia SAB&T's CEO, Bashier Adam, serving on the Board of Directors and Chairman of the EMEA Region of Nexia, our South African-based firm is now capturing the emerging markets in Africa and the Middle East.</p> <p>"Closer to you, from the ground up."</p>	<ul style="list-style-type: none"> • BCom Accounting • BCom/BTech IA/ Accounting Science • BCom Accounting CA (stream) 	<p>Visit Nexia SAB&T Inc. at the Accounting and Law Day: 17 August – Nomhle Nkonyeni (Building 35), South Campus</p> <p>Website - https://www.nexia-sabt.co.za/</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: 17 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.</p> <p>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: 2 & 3 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. 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. 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>Pinsent Masons</p> <p>You want more than expert legal advice; you need a trusted partner to support you as you transform your own organisation. We go beyond what's expected - we challenge ourselves and others, push boundaries and track the latest developments on your behalf.</p> <p>We have a strong sense of integrity and put clients, communities, people and the planet before profit. We know your industry inside out, we understand that the world is changing, and we stand beside you as you face those changes.</p>	<ul style="list-style-type: none"> • Law 	<p>Visit Pinsent Masons at the Accounting & Law Day: 17 August – Nomhle Nkonyeni (Building 35), Embizweni Building, South Campus</p> <p>Graduate careers in Law via link: https://www.pinsentmasons.com/careers/graduate</p> <p>Website - https://www.pinsentmasons.com/</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<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. 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. In addition to lawyers, you'll have easy access to a range of professionals, from forensic accountants and tax experts to data specialists and project managers, to support you across every area of your business. All through a single firm.</p> <p>We make it our business to know yours. Our depth of knowledge and expertise in Energy, Financial Services, Infrastructure, Real Estate and Technology, Science and Industry enable us to deliver bold, innovative and relevant solutions to the 90% of our clients who work in these five sectors. Although we work across other sectors, our strategic focus on these five areas gives you further confidence: we'll make your business work better for you.</p>		
<p>PKF(PE) INC PKF(PE) firms represent an ideal opportunity for you, as a young open-minded graduate to establish a career in auditing and accounting. 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 <p>At a PKF member firm you can help us shape the future and lead from the front. 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 at the Accounting & Law Day: 17 August - Nomhle Nkonyeni (Building 35), Embizweni Building, South Campus</p> <p>Website: https://www.pkf.co.za/careers/training-contracts/training-contract-form/</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<p>PwC 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 Careers Fair: 2 & 3 August - Engineering Building, North Campus</p> <p>& at the Accounting & Law Day: 17 August - Nomhle Nkonyeni (Building 35), Embizweni Building, South Campus</p> <p>Website - https://www.pkf.co.za/</p>
<p>RSM SA 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. 	<ul style="list-style-type: none"> • B Com (Accounting Science) • Postgraduate Diploma in Accountancy • Postgraduate Diploma in Accounting 	<p>Visit RSM SA at the Accounting and Law Day: 17 August – Nomhle Nkonyeni (Building 35), Embizweni Building, South Campus</p> <p>Website - https://www.rsm.global/southafrica/</p>

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<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>		
<p>S4 Integration S4 provides a large variety of software development solutions to a global market. We are always looking for talented software developers who have a passion for code. We have a variety of departments needing software developers of various skills.</p> <p>We are looking for: Software Developers in any of the following languages: Java developers (all skill levels) Angular developers (all skill levels) C++ developers (all skill levels) Azure cloud services</p> <p>IT Manager IT Specialist</p>	<ul style="list-style-type: none"> • BSc/BCom Computer Science • Diploma / Degree (Information Technology: Software development) • Or any other relevant degree 	<p>Please apply directly on our website: https://www.s4.co.za/software/careers/</p> <p>Or via direct email to: marilise.vosloo@s4.co.za</p> <p>No closing dates as we are always looking for new recruits</p>
<p>Standard Bank 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 Africa is our home; we drive her growth.</p>		

Organisation	Required Qualification(s)	Campus Visits and/or Application Process
<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>
<p>Webber Wentzel</p> <p>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"> • Be studying/have studied at a South African institution or have a • SAQA certified equivalent international qualification • Expect to complete an LLB degree by January of the year the training contract commences • Be a South African citizen or Permanent Resident 	<p>Apply online - https://www.webberwentzel.com/Careers/Early-Careers/Pages/default.aspx</p> <p>Visit Webber Wentzel at the Accounting & Law Day: 17 August - Nomhle Nkonyeni (Building 35), South Campus</p>

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