



CAREER SERVICES Recruitment Brochure 2021/22

Centre for Psychological Services and
Career Development (PsyCad)

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A Welcome Message from Career Services

Now is the time to reboot: re-engage, re-connect and re-inspire.

The globe has never before experienced such uncertain times, certainly not during years of peace. As a result of the COVID-19 pandemic, we have been required to readapt and reboot, in many cases being forced to place our hopes and aspirations on hold, just for the time being. Many staff and students across the country have had to endure the perils of COVID-19 in some way or another, some have had to battle for their lives, their livelihood or their studies. Many have borne the brunt of increased isolation, cabin fever due to the absence of human connection, demotivation or worst of all undergoing despair.

This has been a time of great reflection, learning and resilience in man's search for greater meaning. Thanks to the resilience of humanity at large to overcome the loss of life and evolve with the changing tide great strides have been made, with the accomplishment of a vaccine and its roll-out. This period will remain an important memory for humanity, even more so for the current generation, Gen Z.

As students circumnavigate their career plans, PsyCaD Career Services is here for you offering virtual career consulting alongside diversified and engaging

virtual programmes. Career Services too has had to keep abreast with reinventing itself in a way that supports both students and employers as they embark on their respective goals for the next few years. Apart from conventional ways of providing job opportunities to our students we at Careers have also crafted new programmes that target and promote real-world entrepreneurship and practice management preparation, so as to ensure that the career prospects for our students remain endless and evolve in line with society.

Employer-Graduate recruitment programmes have also taken on a hybrid model, in their response to the COVID-19 pandemic. With increased access for more and more young people to explore borderless career opportunities such as virtual internships and graduate programmes that have been adjusted in line with remote working opportunities. Despite the economic ramifications of COVID-19, fortunately, many employers continue to recruit talent from universities like UJ, as was communicated at the 2021 Most Attractive Employers Rankings.

I applaud you, you are a generation that must

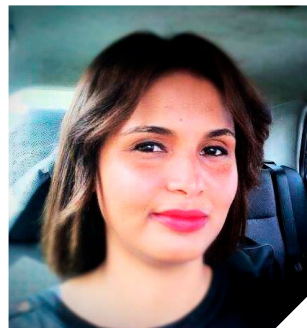
be commended for your flexibility and adaptability to unknown terrain. This resilience has manifested itself already and is demonstrated in your ability to adapt to online learning in a changing trajectory, this has been greatly reassuring for my team and I.

I want to motivate you to continue going as movement is necessary for life to continue, even though this period has been accompanied by a reboot, the time to evolve is now, be open to the new possibilities in your life.

Lastly, I want to assure you all as UJ students, this is your time, the future is here for your making, more than ever, *the possibilities are endless.*

Best regards,

Juliet Solomons
*Employer Relations
Coordinator
Centre for Psychological
Services & Career
Development*



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Meet Your Career Services Team



Jules Solomons:
Employer Relations
Coordinator

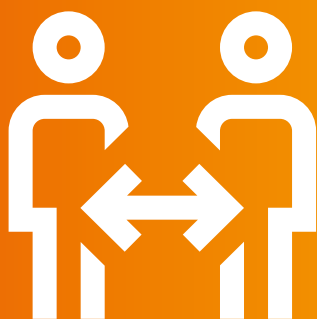


Winnie Makhwanya:
Career Consultant and
Employer Relations
Coordinator



Liesl Scheepers:
Graduate Recruitment
Coordinator

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

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Virtual Career Fairs 2021

We would like to thank the following companies who participated in the Virtual Law and Commerce Career Fairs.

VIRTUAL LAW CAREER FAIR:

17 May 2021

-
- | | | |
|------------------------------------|-------------------------|-------------------------------|
| ▪ Allen & Overy (South Africa) LLP | ▪ ENSafrica | ▪ Phatshoane Henney Attorneys |
| ▪ Bowmans | ▪ Eversheds Sutherland | ▪ Werksmans Attorneys |
| ▪ Cliffe Dekker Hofmeyr | ▪ Legal-Aid SA | |
| ▪ Clyde & Co | ▪ MacRobert Attorneys | |
| | ▪ Norton Rose Fulbright | |

VIRTUAL COMMERCE CAREER FAIR:

20 May 2021

-
- | | | |
|---|--------------------------|----------------------|
| ▪ Auditor General | ▪ EY | ▪ RSM South Africa |
| ▪ BDO South Africa | ▪ KPMG Services | ▪ SAICA |
| ▪ Chartered Accountants (SA) Medical Aid Fund (CAMAf) | ▪ Nedbank | ▪ SNG Grant Thornton |
| ▪ Deloitte | ▪ One Capital | ▪ Tuffias Sandberg |
| | ▪ PKF Octagon | |
| | ▪ PricewaterhouseCoopers | |

UPCOMING VIRTUAL GENERAL CAREER FAIR:

17 & 19 August 2021

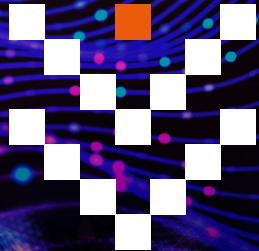
The following companies will be participating in the Virtual General Career Fair:

-
- | | | |
|--|--|---|
| ▪ African Rainbow Mineral (ARM) | ▪ Hensoldt | ▪ South African National Space Agency |
| ▪ AirLiquide | ▪ Howden Africa | ▪ Standard Bank |
| ▪ CFA Society South Africa | ▪ InSites Consulting | ▪ The South African Institute for Business Accountants (SAIBA) |
| ▪ Cosmopolitan Projects and Central Developments Group | ▪ Ornua Co-operative | ▪ The Southern African Institute of Government Auditors (SAIGA) |
| ▪ Dariel Software Pty Ltd | ▪ PSG Konsult | ▪ Total |
| ▪ Engineering Council of South Africa (ECSA) | ▪ PwC | ▪ Truworths |
| ▪ Entelect Software (Pty) Ltd | ▪ Rand Mutual Admin Services | |
| ▪ EY | ▪ Sanne | |
| | ▪ South African Institute of Chartered Accountants (SAICA) | |



PsyCaD Career Services

VIRTUAL GENERAL CAREER FAIR



The Future
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PsyCaD Career Services invites all relevant students to the Virtual General Career Fair. You will have the opportunity to engage with various top employers!

FLOOR | 17 & 19 August 2021 | 09:00 – 15:00

Register now on the FLOOR platform! <https://ujgeneralcfair.floor.bz>

Once you have registered, you will receive an automated email to join the event.

Registration closing date: 16 August 2021.

For more information on how to use the system, please view the links below:

[User's Login methods](#) | [User's Engagement on Floor](#)

Update your CV!

Get in touch with PsyCaD Career Services on social media or on campus.

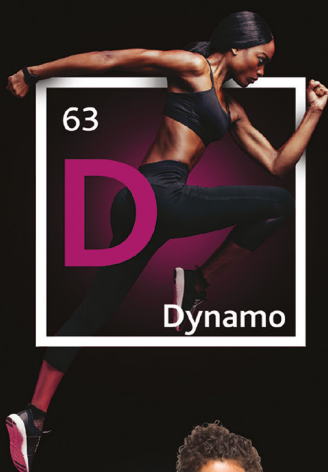
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Personal Branding in 2021 and beyond

Personal branding is the single most rewarding activity to take charge of your career, your reputation, your brand, and your life.

PERSONAL BRANDING 101

We all have personal brands. Your personal brand is how others perceive you. A personal brand is your reputation at scale.

Actively working with your personal brand implies you are intentional about how you are perceived. The opportunity lies in taking control of the narrative, making deliberate choices and building a brand for yourself. The alternative is leaving it to chance. People have their perception of you either way. By creating content on platforms like LinkedIn, you have the power to decide what you want to be known for and how you communicate that to the world.

TOP 5 STEPS TO GET STARTED ON LINKEDIN

1. Identify your own voice

Usually, a combination of what you do, what you love and what the world needs. It can be one thing, or several. Stick to maximum 3 topics. Don't spread yourself too thin.

2. Post to LinkedIn at a frequency you can sustain

At least for 12 months straight without blinking. That could be once per day or

twice per week. Make a decision and follow through. Build a habit.

3. Reply to comments and DMs

Engagement will come, slowly but surely. Make sure you set time aside to respond to everyone. Don't post and ghost. Remember you're building a brand, a tribe, a community. Interaction is key.

4. Be authentic, be personal

You can be professional while you're being personal. We're all human - and showing our human side is key to build lasting relationships. You can leave your family, pets & vacations out of it and still be authentic and personal. People just have to feel that you are being you.

5. Have fun

It's imperative to have fun. Don't take yourself too seriously. Make it feel like play. Suspend your ego and enjoy new inputs and perspectives to level up your thinking.

And perhaps most importantly, be patient. There's no silver bullet and no one ever becomes an overnight success.

Sourced and adapted from: <https://www.shieldapp.ai/blog/personal-branding-in-2021-and-beyond>



THE PERFECT COVER LETTER TO SHOW OFF YOUR SKILLS

When it comes to applying for a job, you want to provide a highlight reel of your career path and show why your background and experiences make you an ideal fit for the position in question. To do this effectively, you can start with a cover letter template.

But, well, what if you don't exactly have that perfectly trodden path?

For many of us, tying together three tangentially related experiences, a side gig, and some outside-of-work interests or volunteer work to explain why we could do the gig is more the norm. So, how exactly do you do that in a tidy one-page cover letter and thoughtfully showcase why you're the right one for the position?

Hint: It's all about highlighting your transferable skills.

This approach shifts the conversation away from relevant experience and more toward whether you can do that job or not—and

that is exactly what you want to do when you haven't had a linear career path.

So, how do you do it?

First, figure out which skills you want to emphasize by carefully reviewing the job description. Underline or highlight the most important technical and behavioural skills the position requires. (Or, better yet, find a contact who knows the hiring manager and do some recon work to see what he or she is really looking for.)

Choose three skills that you feel are your strong suits to focus on. For each one, brainstorm some projects, assignments, or responsibilities that truly illustrate your expertise in that area, then select either one in-depth or a couple of shorter experiences to talk about.

Finally, roll it all together into a cover letter that clearly highlights those skills. It'll be structured something like this:

COVER LETTER TEMPLATE

Recipient's name

Recipient's Position

Name of Company

Suburb

Postal Code

Date of application

Dear [Name/Hiring Manager],

With the utmost enthusiasm, I would like to express my interest in the [position title] position at [Company]. My interest in [field] has taken me from [experience] to [experience]. I believe that my passion for [aspect of your field or background], strong commitment to [aspect of your field or background], and interest in [aspect of your field or background] make me an ideal candidate to join the [department] staff at [Company].

As a candidate, here's what I could immediately bring to the table:

An effective [descriptor that reflects transferable skill #1]: In my role at [previous job/volunteer activities], I [action or accomplishment]. I was also able to showcase my [skill] abilities as a [role] in [project name] project by [what you did].

A disciplined [descriptor that reflects transferable skill #2]: I have always displayed my careful approach to [job duty] by [action]. At [Previous Company], I frequently [action]. In addition, I had the opportunity to [action or accomplishment], which further shows my dedication to [aspect of your field].

A passionate [descriptor that reflects transferable skill #3]: Everything I have engaged in so far has all been driven by my keen interest in [aspect of your field]. Even as a [previous role], I made sure to dedicate some part of my day to [action]. It is this passion that has driven every one of my career decisions thus far.

I look forward to contributing my skills and experiences to the [position title] position at [Company] and hope to have the opportunity to speak with you further about how I can be an asset to your team.

Sincerely,

[Your Name]

Article and cover letter sample sourced from: <https://www.themuse.com/advice/the-perfect-cover-letter-template-to-show-off-your-skills>

10 Steps to a successful CV

Writing a good CV can be one of the toughest challenges of job hunting.

Most employers spend just a few seconds scanning each CV before sticking it in the 'Yes' or 'No' pile.

Here are the top 10 tips for writing a CV that'll secure the all-important interview.

1. Keep it real!

Usually a CV should be no more than two pages – and that's two pages of A4 paper! Employers spend, on average, just 8 seconds looking at any one CV, and a surefire way of landing yourself on the no pile is to send them your entire life story. Keep it punchy, to the point, and save those niggly little details for the interview.

2. Tailor it

We've all done it. Whizzed the same CV out to lots of employers to save time... Stop! Take the time to change your CV for each role that you apply for. Research the company and use the job advert to work out EXACTLY what skills you should point out to them. They will appreciate the obvious effort.

3. Include a personal statement

Don't just assume an employer will see how your experience relates to their job. Instead, use a short personal statement to explain why you are the best person for the job. This should be reflected in your cover letter as well.

4. Don't leave gaps

We are a cynical bunch and leaving obvious gaps on your CV immediately makes employers suspicious – and they won't give you the benefit of the doubt. If you've been out of work it can be a worry but just put a positive spin on it. Did you do a course, volunteer work or develop soft skills such as communication, teamwork or project management? If so, shout about it!

5. Keep it current

You should keep your CV up-to-date whether you're looking for a job or not. Every time something significant occurs in your career, record it so you don't later forget something that could be important.

6. The error of your ways

Employers DO look for mistakes on CVs and if they find them, it makes you look really bad. David Hipkin, head of recruitment and resourcing at Reed Business Information, warns, 'With most employers experiencing massive volumes of applicants right now, giving them the excuse to dismiss your application because of avoidable errors is not going to help you secure an interview.' If you're unsure then use a spellchecker and ask someone else to double-check what you've written.

7. Tell the truth

Everyone lies on their CV, right? NO! Stop! Blatant lies on your CV can land you in a whole heap of trouble when it comes to employers checking your background and references. The last thing you want is to start work and then lose your new job for lying. You also may get caught out at the interview stage when you suddenly can't answer questions on what you claim to know. And that can be VERY awkward!

8. The maths

This may sound dull but by backing up your achievements with numbers it makes selling yourself much easier. When writing your work history, don't just say that you increased sales; tell them you increased sales by 70% over a six month period. Get it? Big numbers are especially good (although don't forget point 7 of our list!).

9. Make it look good

We live in a world where image is everything, and that also goes for your CV. Take some time to pretty it up... Use bullet points and keep sentences short. Use the graphic design trick of leaving plenty of white space around text and between categories to make the layout easy on the eye.

10. Make it keyword friendly

If you've uploaded your CV to a job site so recruiters can find you, keywords are very important. Job titles and job buzzwords will help a search engine pick out your CV from the pile. Confused? Don't be. A marketing candidate might mention SEO (Search Engine Optimization), direct marketing and digital marketing among their experience and skills, for example... If you're not sure, have a search online and see what words are commonly mentioned when you input your job title.

Source: <https://www.totaljobs.com/advice/successful-cv>

CV EXAMPLE

Miss Kagiso Buys

18 Chris Hani Road, Soweto, 1809
(+27) 67 123 4567 / kagisobuys@gmail.com
D.O.B: 2 June 2001

Professional Profile

High achieving finance student with a specialization in economics and finance. Eager to help families plan for their futures and develop budgets that work for them. Highly skilled in Microsoft Excel, Sage Pastel and Sage evolution.

Education

[University of Johannesburg \(UJ\)](#) • 2020- current

National Diploma in Accountancy

[Kensington Girls High School](#) • 2019

National Senior Certificate

Extra-curricular activities and experience

[Accounting Tutor, Department of Accountancy \(UJ\)](#) • 2020- current

Preparation and teaching of lessons

Marking of scripts

[Volunteer, Classroom Buddies Organization \(CBO\)](#), 2019 – current

Providing career guidance to Grade 9 – 12 learners in various communities

[Trainee, Impact Healthcare Centre](#), 2019

Attended to all administrative duties

Assisted company accountant with ensuring accounts of clients were paid and updated

Key Skills

- Language Proficiency: English. Afrikaans. isiZulu and Tshivenda
- Computer literate: MS Office, Sage Pastel and Sage Evolution
- Good oral and written communication skills
- Leadership potential
- Critical Thinking and problem solving
- Active listening and passion for helping others

References

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thutosangasam@gmail.com

[Ms. Lerato Stokes, Head Accountant \(Impact Healthcare Centre\)](#)

(+27) 11 277 8945

leratostokes@impact.co.za

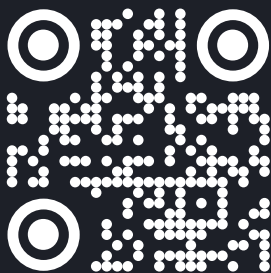
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**Studying IT or Computer Science
and Engineering** and looking for a
graduate programme?

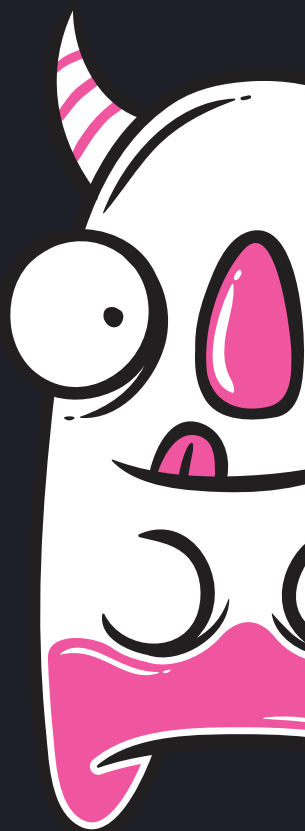
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LYING ON YOUR CV – 7 THINGS TO KNOW ABOUT THE NEW LAW THAT COULD LAND YOU IN JAIL

The new National Qualifications Framework Amendment Act 2019, recently signed by President Cyril Ramaphosa, means prospective students or job seekers could face up to five years in jail for misrepresenting their qualifications.

But what exactly does the new law entail? What are the implications for employers? Can you be held accountable if you know someone who has lied about their credentials and you don't report them? And what constitutes lying, anyway? Fin24 has you covered.

1. The law doesn't just apply to job applications – you'll need to 'fess up on social media, too.

Under the new law, lying about your qualifications on platforms such as LinkedIn, Facebook or Twitter could also lead to jail time.

Qaqamba Moeletsi, legal consultant for Cliffe Dekker Hofmeyr's employment practice, says this is because under the NQF Amendment Act, it is an offence for any person to falsely or fraudulently claim to hold a qualification that is registered on the NQF or awarded by a recognised and accredited institution. This means even if you're posting it on your social media account, it's considered an offence – and if convicted in a court of law, the offender could face a fine and imprisonment of up to five years, or both.

2. The law also impacts employers and education institutions – and they may have to cough up for verifications.

Before appointing and registering any individual, employers, education institutions, skills development providers and Quality Councils must verify whether the qualifications or part qualifications of such person are registered on the national learners' records database, says Moeletsi.

"If the qualification is not registered, it must be referred to the South African Qualifications Authority (SAQA) for verification. The verification will be conducted by SAQA for a prescribed fee."

3. If you are qualified, but it turns out you're not on the register, you can challenge the finding.

SAQA is required to inform the person making the enquiry and the holder of the qualification or part qualification about its findings, explains Moeletsi.

The holder of the qualification(s) has an opportunity to challenge the findings.

In addition, the verification and evaluation is subject to the Promotion of Administrative Justice Act. "As such, the findings may be taken on review before a competent court," says Moeletsi.

4. If you are caught lying about your credentials, however, you'll be recorded in SAQA's register - and that's serious.

SAQA will maintain a register of misrepresented and fraudulent qualifications and professional designations, says Moeletsi.

It is also considered an offence to enter false information into the register, so if your name is captured on the register, it will be taken seriously.

5. Authorities aren't just cracking the whip, however – the law is also designed to protect you from bogus institutions.

While the law clamps down on individuals who misrepresent their qualifications, there are also severe consequences for education institutions or education skills providers who falsely claim to be registered or accredited, or offer qualifications not registered on the NQF, says Moeletsi. Penalties include a fine or up to five years' jail time.

6. There's a clear line between showing yourself in the best possible light, and deliberate misrepresentation.

While social media profiles, CVs and job applications are an opportunity to focus on what you bring to the table, there is a clear line between emphasising your positive attributes and inventing them, says Moeletsi.

"When a candidate deliberately indicates that they have a qualification when in fact they don't, this constitutes misrepresentation which is punishable by law. Misrepresentation is usually intended to induce the recipient to appoint the specific person under a false pretext."

7. While the law is strict, there are some exceptions where individuals might avoid prosecution.

If you did a qualification in good faith, believing it was legitimate, you can present this information as a defence if you are charged for contravening the NQF Amendment Act, says Moeletsi. If it is accepted, your defence may lead to an acquittal, and the relevant institution might be charged and be liable to a fine and criminal conviction.

Additionally, if you know of someone who has lied about their qualifications, assuming it is not in the circumstances outlined above, you will not face legal consequences if you do not report them, says Moeletsi.

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Source: <https://www.news24.com/fin24/economy/labour/lying-on-your-cv-7-things-to-know-about-the-new-law-that-could-land-you-in-jail-20190824-2>



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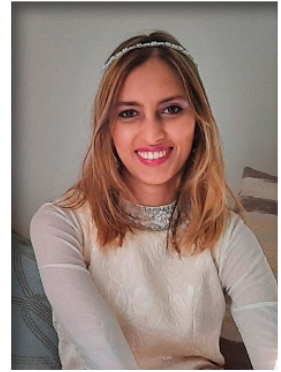
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Job Search Tips: How to Deal with Rejection and Bounce Back Stronger

“But I did so well in the interview. I would’ve been great at the job.” This is what many of us feel after being rejected for a job application.

These days: I’m on the other side. Instead of getting rejected (literally) 100 times, I am the HR person rejecting 100 candidates. Before then, I was the person who cried every time I got rejected. I understand what it feels like. So how do you overcome rejection?



Acknowledge the Context but Seek Feedback

First, acknowledge the context you’re in. The job market is tough, more so for graduates. It doesn’t help to obsess over why you got rejected. There could be many reasons and it may be as simple as too many applicants applying for the job.

Rather, request for feedback. Mention that you’d like to know what they were looking for and how you can improve in the future. It shows that you’re eager to learn, plus, if you’ve made a good impression, they’ll remember you for future positions.

Have More Applications in the Pipeline

It’s only human to pin all your hopes on the job you’re applying for. You already imagine telling your boss “I quit!” and typing up your farewell speech. While it’s healthy to plan in advance, if you don’t get the job, you’re setting yourself up for heartbreak.

So, apply for many jobs. Having extra applications softens the blow if the first one falls through. It also broadens your search and gives you a feel of what’s out there.

Deal with Dignity

Rejection is hard, but how you deal with it is **very** important. Imagine calling someone to reject them and then being yelled at: “Any company would be lucky to have me. I’m more qualified than you anyway.” (No joke. It actually happens).

You also get candidates claiming they weren’t really interested in the job. If you weren’t interested, why did you apply? It’s like being rejected by a girl you asked out and then saying, “she wasn’t that pretty anyway”. She was that pretty. You’re just a sore loser.

You don’t want to jeopardise future prospects through how you react to rejection today. The world is interconnected, and you could bump into these people again. So deal with rejection in a dignified way.

Rejection is a difficult pill to swallow but shouldn’t be taken personally. So present yourself well focus on what you can control. This will help you bounce back stronger for future job applications.

Article Written By: Ms. Loobna Kamroodien, Human Resources Business Partner. (@loobna_hr/loobna.com)

The Career Resource Centre – Information during COVID-19



University of Johannesburg | PsyCaD Career Services

Career Services Quick Tips COVER LETTER WRITING

» WHAT IS A COVER LETTER? «

- It is a document that provides additional information on your skills and experiences and should accompany your CV when you apply for positions.
- It formally introduces you to the recruiter or prospective employers to convince them to look at your CV and that you are the best candidate for the job!

GENERAL GUIDELINES FOR THE PREPARATION OF A COVER LETTER:

- The main purpose of a Cover Letter is to respond to an advertisement in an attractive, short and to the point manner.
- A Cover Letter signals that you pay attention to detail.
- A Cover Letter sends a message of professionalism.
- A Cover Letter demonstrates your writing skills and other skills and experiences.

GENERAL GUIDELINES FOR A COVER LETTER:

- Write a Cover Letter that will complement your CV; not duplicate it.
- Make sure that there are visual similarities between your Cover Letter and CV. Make sure to utilise the same font types and sizes).
- Your Cover Letter should not exceed 1 page, focus on creating 4 short paragraphs.
- Make sure to use professional language.
- Check for spelling or grammatical errors.
- Your Cover Letter will most likely be viewed first, use this opportunity to impress

REMEMBER:

It is important to include the following elements in your Cover Letter:

- The return address;
- The date;
- Address of the person you are sending the letter to; and
- Your full name(s) & surname, contact details, and signature

Please contact Career Services for more details or an appointment:
Kingsway Campus | 011 559 3106 / 3334 | B5 Building / C Ring 1
Bunting Road Campus | 011 559 1318 | Impala Court
Doomfontein Campus | 011 559 6042 | House 2, next to the Student Centre
Soweto Campus | 011 559 5752 | Adalade Tambo

Facebook: PsyCaD Career Services
Twitter: @UJCareerService
Instagram: uj_career_services

CAREER SERVICES

As we are now on a journey of engaging with learning online during this period, we need to rethink the route that we take when we begin our career journeys. The information that you would find in the Career Resource Centres can also be found online on the PsyCaD module on Blackboard.

The module is a one-stop shop for information from what your CV should look like to what to do when you are invited for

an interview, all of which is there to help start and develop your professional identity.

As with the resource centres, the PsyCaD module has online resources that are available at the resource centres. These range from quick guides on topics such as interview skills and entrepreneurship to recordings of presentations and topics that are covered on the career services slot on UJ FM.



TOP SITES TO FIND OPPORTUNITIES

Success is connected to action. This statement should be a mantra graduates need to keep in mind especially at this time of the year.

Final year graduates are about to embark on their journey into the post university world, whether that be a job, internship or graduate programme. As much as dreaming is encouraged, dreaming about success must be paired with hard work.

The journey of opportunity seeking, post tertiary, begins with research and many hours spent online looking for the opportunity that you feel best suits you and your future ambitions. Today there are many sites available to assist in the task of finding jobs, graduate programmes and any other opportunities that would be of value both in growing your skill and knowledge set as well as bettering your financial standings.

Some of the best and most used sites today include; LinkedIn, BizCommunity and Careers 24.

LinkedIn is one of the top sites used by job seekers. Some of the biggest benefits of using this site includes; recruiters and human resource professionals are on this site looking for potential talent to bring to their organisations. It's a great platform to be scouted by the people responsible for hiring. Another awesome aspect about it is that

users can get their networks and peers to give endorsements and testimonials on their skill sets and character. This can be viewed as the 'word of mouth' endorsement. Word of mouth is still viewed as the best-selling tools and lastly it also allows for valuable connections to be established with other like-minded people. The benefit of this is that it allows niche groups to network, share and gain knowledge.

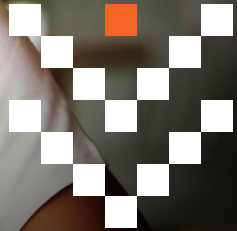
A second site that is filled with both opportunity as well as information on a variety of industries is **BizCommunity**. This platform is great as it offers insight into many industries from marketing, logistics and transport to the agriculture industry.

The value in this site is that it advertises jobs but also provides information directly from respective industry leaders. It speaks to the ever changing trends within marketing to the factors that impact food pricing. This allows graduates and other job seekers to look for opportunities and also stay informed about various industries.

Lastly, **Careers24**. This site is primarily for job seeking, however it also serves as an upskilling platform, as it allows users to sign up to various courses from finance to hospitality. It also provides career advice, so it assists job seekers in many crucial ways.

Searching for the perfect job may take some time and a great deal of effort but with the assistance of online job sites the challenge is made slightly easier. To all graduates, keep searching, both your dream job and success awaits.

Source: <https://studentvillage.co.za/2020/08/25/top-sites-to-find-opportunities/>



VIRTUAL PROGRAMMES

The Future
Reimagined

Reinvent your Career Series

Join us weekly, as we will feature one or more guest speakers in a live session via Instagram. This is your opportunity to ask questions and get tips for landing your next career position. Students are free to come-and-go (no registration required). If you are seeking a full-time, graduate, or internship opportunity we encourage you to attend these interactive weekly sessions!

Check out these cool virtual Career Services work-readiness programmes that students can plug into online:

- **Virtual Career Fair 2021**
- **Instagram Lounge Chats with Career Consultants**
- **Company webinars**
- **IG Virtual Coffee Chats** on work-readiness and careers profiling
- **In-Conversations Series** with graduands, graduates and employer on career development, opportunities and leadership
- **Ignite Entrepreneurship and Education Speaker Series on Practice Managements**
- **Passport to Your Career:** Interactive Online Modules focussing on career development, practice management, entrepreneurship and work integrated learning modules

For further information, follow us on social media

-  [PsyCaDCareerServices](#)  [@UJCareerService](#)
-  [uj_career_services](#)



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**Applications open on
1 June 2021**

www.iqbusiness.net/graduates



How To Prepare For A Job Interview In 2021

How do you strategically and effectively prepare for an interview in 2021? With more and more interviews moving to phone and video in 2021, you need to be ready to make a powerful (virtual) first impression.

Here are four steps to help you prepare for an interview in 2021:

Dissect the job posting.

Before preparing your elevator pitch, stories and questions for the interviewer, you want to take a deep dive into the job posting. While a majority of your first screening call with the recruiter will likely focus on figuring out how well you align with the job requirements, few job seekers take time to dig into the job posting as they prepare for their interviews.

As you prepare to communicate how you fulfill the job requirements, consider creating a table with three columns. In the first column, write the job duties and requirements listed in the job posting. In the second column, describe your past responsibilities associated with each item in the first column. In the third column, highlight your past accomplishments associated with the items in the first and second columns. This exercise will help you ace any questions related to the job duties, requirements and your likelihood of future success with the company.

Practice your elevator pitch.

Next, work to develop your elevator pitch. Your elevator pitch is a preview of what is to come throughout your interview. It needs to be concise yet powerful and enticing — like a trailer for a movie. Shoot for approximately 60 to 90 seconds.

With more final interviews being conducted via Zoom in 2021, consider video recording your elevator pitch. Then, watch it back to see how you come across. Was your message clear? What can be improved? Did you share your secret sauce? If you are feeling really brave, send your video to a mentor or trusted friend for feedback.

Be ready to answer the following questions:

- Why do you want to work for our company?
- Why are you interested in this position?
- What makes you fabulous?

Prepare powerful START stories.

Recruiters and hiring managers are more likely to remember the stories you tell than the specific facts you share. Leave a lasting impression on your interviewer by having a handful of high-impact stories at the ready. Each story needs to demonstrate how you're a perfect fit for the company and the position you're interviewing for.

Begin with a story structure. You may find it helpful to use my START Formula (my modified version of the trusted STAR Method) to outline your story:

- **Situation:** Describe the situation you were in. Stay under three sentences here.
- **Task:** Explain what your role was in the situation. Aim for no more than three sentences.
- **Action:** Focus on the action you took. This section should be the bulk of your story.
- **Result:** Highlight the result. In other words, why should the CEO/shareholders care about this story? Dive deep here.
- **Tie:** Connect the dots and tie the story to the company and position you are interviewing for.

You will notice I added a "T" to the common STAR interview preparation method. This is because you need to explain how your story relates to the company and position. Avoid the mistake of delivering an effective story that fails to connect the dots.

Determine your questions for the interviewer.

Finally, remember to prepare your post-interview questions. And do not be afraid to ask your interviewer honest questions. Interviews are just as much about you interviewing the company as it is about them interviewing you.

Here are some questions to consider asking at the end of your interview:

- What's the best part of your job?
- What Key Performance Indicators (KPIs) will you use to measure my success?
- Looking back three months from now, how will you know you hired the right person for this role?

Following these four steps will ensure you are set up for success in your next interview. You've got this!

Source: <https://www.forbes.com/sites/forbescoachescouncil/2021/03/02/how-to-prepare-for-a-job-interview>

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Explore a world of opportunities available to Quant and CA students and graduates, from year 2 onwards.

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Eager for the future? Want to know more? Exploring possibilities?

Make your **START** at firstrand.co.za/start

JOB INTERVIEW TIPS

YOU'VE NEVER HEARD BEFORE



GO BEYOND THE HOMEPAGE

Research the company's earnings calls, quarterly reports & blog posts. Cite them during your interviews to show you really did your homework.



USE GOOGLE ALERTS

Keep up with company news without searching for it. Type the company name into Google Alerts ([google.com/alerts](https://www.google.com/alerts)) & get updates to your inbox.



AIM FOR 10:30 AM TUESDAY

Catch your interviewer in the best mental state. Research shows it's best to avoid bookends: Mondays, Fridays & anything around lunchtime.



CRAFT YOUR STORY STATEMENT

When asked "walk me through your resume," don't just list industry experience. Share your childhood inspirations & deepest passions.



WEAR A FASHION STATEMENT

Wear clothing to spark a conversation: a lapel pin, exotic bracelet, or quirky tie that connects to your culture, upbringing, or past adventures.

WANT MORE? CHECK OUT [EVERYVOWEL.COM](https://www.everyvowel.com)

Designed by Lamar Gary

Work Readiness INstalive Sessions: Student and Guest Feedback

2020 was a challenging year for all and the UJ Careers Unit was not exempt from being impacted by the pandemic. With physical workshops and presentations cancelled for the year, we had to think of ways to provide relevant information to the UJ students so that their career development would not be stopped by COVID. As such, a decision was made to take our Work Readiness Programme (WRP) workshops online, particularly through interviewing of various experts on our Instagram page during INstalive sessions. We as a team understand that the acquiring of soft skills are an essential part of successfully navigating the world of work – especially now as the world of work is drastically changing. Some of the topics covered through the WRP included, CV Writing, Interview Skills, Job Search Strategies and Preparing for Virtual Career Fairs. In addition to our WRP sessions, we had a variety of series (e.g. *Psychology Series*, *Women in Industry Series*) in which again we interviewed various individuals from various career fields to provide tips, encouragement and knowledge about the world of work to our students. Needless to say our INstalive sessions were a success and we look forward to hosting more talented individuals for our students to learn from.

Below is feedback from our students and guests on the WRP INstalive sessions:

"Thank you for the discussion and the opportunity." - @student_shift21	"Two phenomenal individuals who pushed me hard during my undergraduate degree." - @ronewa_mphephu	"Just one of our best students... you continue to make us proud." - @lulama327
"Lovely. I enjoyed this. Well done ladies." - @_blacktoned	"Loved watching this, so interesting" - @tamtamarinb	"Thanks for having me." - @chigoziem_e
"Am in the engineering field but I enjoyed this." - @asi_ragalavhanda	"It was an honour! More strength to Career Service." - @ziphopsychologist	"Thank you for having me, it was an honourable pleasure to be a part of the series." - @gugulami
"Thanks, this was a very informative session. I'm excited to use these skills and techniques to develop my career." - @chenellesaunders	"It was/is such a privilege to be involved with this project. Thank you for all you do for your students and for the honour of being a part of this." - @broganduncanpsychology	"Thank you for including me! I had the best time! Thank you to the UJ Career Services team for everything you've done to help the students and graduates!" - @cognitionandco
"It was a great honour. Thank you for your efforts to make students aware of many possibilities that the world of psychology has to offer." - @ruekimmy	2021 INstalive Sessions Students and Guests Feedback	"Enjoyed the interview. Thank you for uploading the IGLive & for hosting the interview!" - @monwashezi
"Thank you for the lovely discussion it was great to share my knowledge on CV writing." - @smartableyouth	"Thanks so much for having us. Was an honour to be part of your Women in Industry Series" - @loobna_hr	"What a beautiful host!! Oh my goodness. Also, great interview! Very well conducted." - @my_opensecrets
Thank you for dedicating so many sessions to our field! I can't tell you how appreciative we are to have been given so much information. We really went from students that never had a stall at the career fairs to having a segment on the page for a really long time. We really feel seen and encouraged! Thank you so, so much. It means a lot." - @serolekgolane		

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



A Career Passport will help you navigate your future career and job aspirations

The Future Reimagined

Welcome to your Career Passport

What is a Career Passport?

Career Passport is UJ Career Services' very own online resource that will help you prepare for and assist you as you map out your very own career path. The Career Passport will guide you from your first year of study taking you on a journey, with various resources, tools, and support as you prime your career. The Career Passport allows you to learn more about careers through online workshops, work-integrated learning opportunities, career profiling sessions with guest speakers and alumni, work-readiness initiatives, and volunteer or vocational work experiences to help you map out your career pathway. Should you be looking for a job, an internship, work-integrated learning or volunteer work, your Career Passport will help you navigate your future career and job aspirations.

How you can benefit from the Career Passport Programme

- Career planning for the future;
- Helps students identify their strengths, in order to be more marketable in a competitive global working environment.
- Helps students present themselves better, equipping them with necessary skills for personal and career success such as through interview skills;
- Prepares students for the workplace and employer expectations;
- Provides students with tool for adapting to the changing world of work;

Career Passport themes

- CV writing and interview skills modules
- Cover letter writing modules
- Career advisory services
- Employability modules
- Intrapreneurial & Entrepreneurial skills modules
- Practice management modules
- Work-readiness workshops videos
- Graduate Recruitment and job opportunity exposure through attending virtual events
- Certificates of completions

Register for your Career Passport on

<http://www.ujcareerwiz.co.za>



Download the app on the google play store

View us on

PsyCaDCareerServices @UJCareerService uj_career_services



6 Ways to Succeed as a Entrepreneur

#1

Solve Actual Problems

Lock yourself in a room, tune out distractions and focus on actual problems you need to solve. There are too many things out there claiming to be helpful, especially in business. Sometimes, that's not what you need.

#3

Embrace Social Media

Provide the whole world access to your product and services. Create and share content consistently. Market yourself and have a presence in the space that so many people are constantly interacting in.

#5 Deliver Real Value

You can't just sell a product and call it a day. You need to provide great service and support to your customers. You also need to share content, offer insightful information, tutorials and other types of interactive media. Going the extra step will separate you from the pack.

#2

Put Customers & Product First

Often times entrepreneurs get caught up networking and seeking investors. They become the product itself. Instead, focus on connecting with customers, providing the best service and getting your product out there.

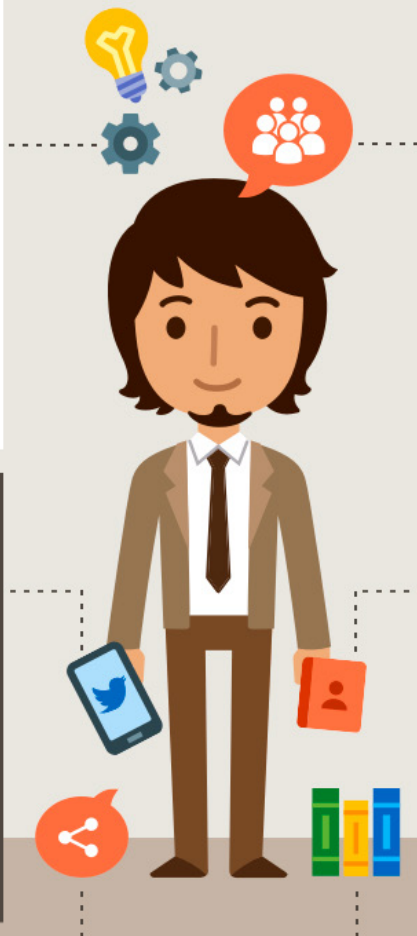
#4

Get Help From Freelancers

You don't need the same kind of real-estate, infrastructure and human resources you might have needed 10+ years ago, to start a business. Take advantage of SaaS tools and marketplaces (i.e. Fiverr) to help you cut startup costs.

#6 Always Learning

Expand your knowledge base. As you constantly learn things you're new and unfamiliar things, your bank of knowledge expands. This helps you solve more problems, identify new opportunities and fuels your creativity.





TIPS TO PREPARE FOR A VIRTUAL CAREER FAIR

In this new, virtually all virtual world, it helps to have a few pointers on how to conduct yourself in a professional setting. Career Fairs are a great way to meet employers, find out about opportunities, learn about industries and organizations, and network. (Temporarily) gone are the days of walking into a large room on campus with rows and rows of employers to impress. Instead, we are faced with signing up for a virtual fair and meeting employers one on one in short zoom sessions. It is hard to imagine how these big events can be transferred into the digital world, so just dive in and explore! Here are some tips to help you understand what to expect and how to prepare for your virtual fair:

1. Update Your CV: Remember that your CV should be clear, concise and up to date. Have it ready on your computer to submit online to recruiters and hiring managers.

2. Research Companies: Prior to the Virtual Career Fair, access the list of employers and pick companies and/or organizations that interest you. Research these companies and job openings online before your sessions are scheduled. This will help guide your inquiries and allow you to highlight your related skills.

3. Create Your Schedule for the Day: Before the event, you will be granted access into the Virtual Fair platform so you can start creating your schedule for the day. Add each scheduled meeting to your calendar so you do not miss any scheduled time with employers.

4. Prepare Your Elevator Pitch: Prepare an elevator pitch about your education, skills and future goals. Make sure these goals relate and align to the employer you will be speaking with. This can be tweaked depending on who you are speaking with.

5. Dress Appropriately: Even though you will not be traveling to meet employers, dress appropriately, and look well-groomed for your video meetings. Turn your camera on!

6. Check Your Space: Make sure the space you are using is distraction free and quiet. Turn your camera on!

7. Test Your Internet and Video Connections: Ensure that your Internet connection is functioning and that your audio/video is working properly.

8. Stay Organized: Create a spreadsheet or chart where you can easily input information about the connections you make during the day or the companies to which you submitted your resume.

9. Send Thank You Notes: Send thank you emails to all individuals that you made contact with and thank them for their time. This can be the difference between getting the interview and not.

Source: <https://career.mercy.edu/blog/2020/07/15/tips-to-prepare-for-a-virtual-career-fair/>

An invitation to apply



THE CONVERGENCE PARTNERS TOPP CA TRAINING PROGRAMME

As impact investors, Convergence Partners develops new investment opportunities continent-wide and actively adds value across the life cycle of ICT assets.

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WHAT DOES THAT ENTAIL?

- ✓ **PE FUNDAMENTALS**, including fund structures and fund reporting requirements;
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- ✓ **ENVIRONMENTAL & SOCIAL GOVERNANCE (ESG)**, learning how to invest in an ethical, sustainable and impactful way, that will have positive and lasting effects on society and the environment

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www.convergencepartners.com



PsyCaD Career Services UJCareerWiz

Your online career solution!

Welcome to UJCareerWiz – the one-stop UJ student career portal!

Address all your career needs in one online location conveniently located within your personal uLink page!

UJCareerWiz, PsyCaD Career Services' online career application offers you the following benefits:

- Set your profile, also to receive information about PsyCaD Career Services' events
- Use the CV Builder to build a dynamic CV and Cover Letter
- View employer profiles
- Apply for jobs on the Job Portal – vacation, part-time, work-integrated learning, internships, jobs for graduates
- Work Integrated Learning Management functionalities
- View and register for careers workshops
- View the on-campus Recruitment Programme
- Access online career Resource Library

<https://ujcareerwiz.co.za/>

Find us by logging onto uLink

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Download the app on the google play store





GRADUATELAND

VIRTUAL CAREER FAIR: DO'S & DON'TS



Do test your devices in advance (connection, speed, camera, and microphone).

Do formulate a plan rather than wasting time and energy on poor prospects.

Do research basic information about each company, whose representative you hope to talk to at the career fair.

Do be prepared to talk about your career aspirations as well as academic/prior work experience to show your skills and strengths.

Do have a few questions prepared for each recruiter and take advantage of the time you have to build rapport with them.

Do approach as many companies that match your profile as possible - even those that you are unfamiliar with.

Do write in full sentences, as you chat with recruiters; avoid slang and emoticons; watch your spelling!

Do follow up on job opportunities that you discovered at the job fair by sending an email to those that you spoke with.



Don't hang around in your pyjamas. Dressing professionally, even if you only exchange text messages with recruiters, will help keep you in the job-hunting mindset.

Don't passively wait for recruiters to initiate a chat with you. Take the lead!

Don't ask questions that any job-seeker should already know when approaching a recruiter, such as "What does your company do?"

Don't be impatient and leave a chat if a recruiter does not respond in a timely fashion. Hiring managers may have multiple chats going on simultaneously.

Don't monopolise the time of a recruiter by discussing irrelevant points.

Don't pester the new contacts you have made.

Don't forget to collect the contact information of recruiters you talk to at the career fair.

Don't expect to be hired on the spot!

Source: <https://graduateland.com/article/virtual-career-fair-dos-donts-en>

The do's and don't's of the job search on LinkedIn

7



DO



Detail your profile

Recruiters need to find keywords related to your industry. You can add them by detailing your experiences or by writing a summary.



Create search alerts

It's an effective way to be quickly aware of any new open position on the market and to be among the first applicants.



Add a profile picture

Profiles with a picture are 40% more visible. Be careful though, your picture must be professional (e.g. no selfie)!



Check who has viewed your profile

Thus you will know who is interested in your career path.



DON'T



Don't send an invitation without personalization

Writing a message when you ask someone to connect increases the chances they accept your invitation.



Don't apply for a position without a resume

Even if your profile is complete, most recruiters receive applications by email and will need your resume.



Don't be pushy

Most recruiters don't consider this behavior as motivation, rather as a lack of professionalism.



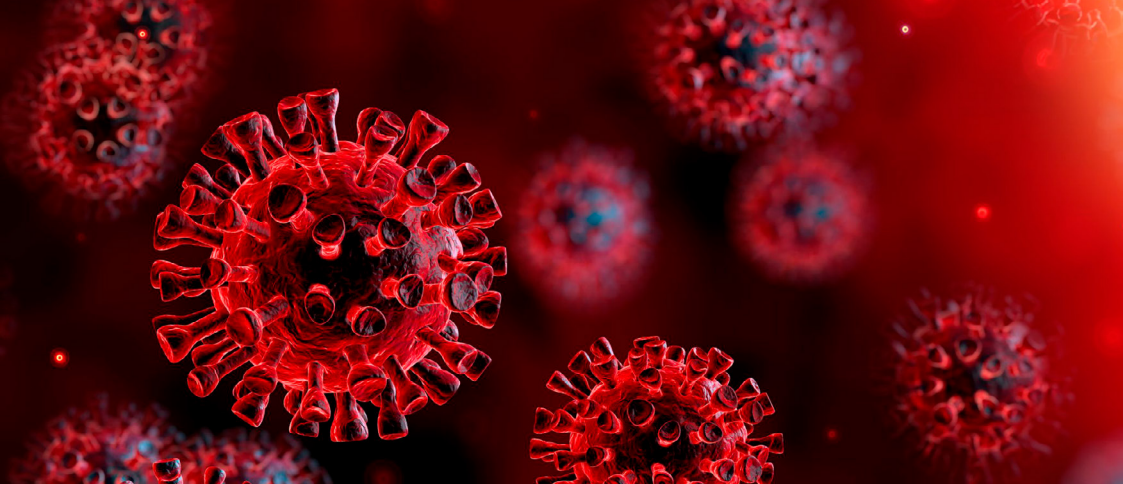
Don't forget to read your messages every day

If you don't quickly answer an interview request, you strongly compromise your chances of being selected.



L

7



USEFUL SOFT SKILLS FOR STUDENTS DURING COVID-19 PANDEMIC

Academic achievement has often been the main measure of learning and success, forgetting that we also need other non-academic skills to help us manoeuvre the myriad of challenges in life. Such skills are known by various terms – such as life skills, soft skills, social-emotional skills, and psychosocial skills. Existing research evidence from studies conducted by the African Population and Health Research Centre with adolescents and youth shows that the acquisition of soft skills is associated with positive academic outcomes, enhanced educational goals and future aspirations, good parent-child relationships, improved behaviour, resilience to peer-pressure and positive coping mechanisms. The need to nurture holistic learners who are academically, socially, and emotionally competent, has been amplified by the unprecedented challenges presented by the COVID-19 pandemic.

Self-directed learning

With school closures, learning for most students now depends on one's initiative. Students have been forced to decide the fate of their academics by deciding how, what, when, where, and why learning will be done. The abruptness of the school shutdowns made the situation worse, with most students finding themselves without enough or any learning resources. Even in instances where learning might be going on remotely, students still need to remain disciplined and motivated to effectively participate. It is therefore imperative that students are supported by both their parents and teachers to learn soft skills such as time management, planning, and objective setting to ensure that they will be able to effectively learn on their own while at home.

One of the ways that students can remain focused and motivated to learn is having a timetable that highlights the activities and scheduled time – academic, household chores, play – for a particular day. To help students avoid engaging in random learning activities, which is very common, the timetable should identify the specific topic to be learned, the resources needed (e.g. textbooks, revision papers, internet), and the time needed for the learning activity. A further step of measuring the success of the learning activity could also be undertaken, for instance, through completing an exercise or drafting important notes on a topic.

Adaptability

Globally, education systems are changing and embracing the new normal. Governments are working around the clock to ensure that teaching and learning successfully continue during and post-COVID. Remote learning (online, radio, and television) is increasingly becoming a preferred option as compared to the traditional classroom. In the same breath, students and parents need to adapt to the new arrangements. While change may often be scary, students can enhance their adaptability skills by embracing the new ways of learning through doing away with the “*that’s the way it’s always been done*” mentality; learning from their mistakes; and seeking clarity in difficult situations from their teachers, parents, and peers.

Negotiation skills

Both working and learning from home have resulted in increased tension in many households due to competition for limited resources, space, and distribution of household chores. To avoid such negative experiences, students need to learn how to ensure that their interests and needs are met through mutual agreement. The key aspect of negotiating is giving all parties involved a chance to make their case and consequently arrive at an amicable solution. Therefore, negotiation calls for clear communication and empathy.

Stress management

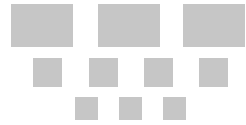
As a result of the uncertainties presented by the pandemic, the psychosocial wellbeing of most people has been negatively affected, which is manifested through panic, anxiety, insomnia, stress, and depression. While maturity and lived experiences may enable adults to navigate some of these challenges, for many young learners, the added frustrations of school repetition, halted final examinations, the thought of finishing school older, reduced, or lost contact with friends and restricted play present a great psychosocial challenge if not checked. For instance, some students may result in dropping school, drug and substance abuse, and even suicide. According to the World Health Organization and the Centres for Disease Control and Prevention, some of the ways to reduce stress include keeping social connections with friends and family through phone calls and video chats, reaching out to people you trust about your worries, and maintaining a healthy lifestyle by eating well and exercising.

Self-assertiveness and resilience to peer pressure

School closure coupled with boredom and idleness during this pandemic are ingredients for negative peer pressure among students, if unchecked. This pressure emanates from the influence of an individual’s peers to act, behave, think, or look a certain way. For instance, there could be a negative influence to engage in drug and substance abuse, drop out of school or avoid learning, run away from home, engage in risky sexual behaviour, and evade household chores. Children, adolescents, and young people should therefore be supported to learn skills, such as self-assertiveness, which is the ability to stand for your rights, principles, and opinions. In other words, it is the ability to say ‘NO’ whenever faced with undue peer pressure. One of the ways that parents can support their children is by openly and genuinely talking to them about the various social ills around them so that they are able to make informed decisions about their social interactions and behaviour.

Source: African Population and Health Research Centre (APHRC).

https://aphrc.org/blogarticle/useful-soft-skills-for-students-during-covid-19-pandemic/?gclid=CjwKCAjwqcKFBhAhEiwAfEr7zcFWfUkrT6TqbG1f_it6UVjDj0jxNyUuH64i09dKmt0yUfAWdKlgh0hoC1kiQAvD_BwE



ESTATE PLANNING TRUSTS WILLS ESTATES BENEFICIARY FUNDS



THE FIDUCIARY INSTITUTE OF SOUTHERN AFRICA



PEOPLE | PLANET | PROFITS

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.
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What must I do?

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- 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”.

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

Join us



6 WAYS TO FIND A MENTOR POST-COVID

Judging from the social media profile, it looks like a match. You both share similar interests and experiences. Her posts are both funny and informative, giving the impression that you can laugh and learn from her. She has the experience you don't (but need). And the best part is that there are mutual connections in common to provide an introduction. So should you ask this person to be your mentor?

Few people question the value of a mentor, but studies show that most workers—54% in one survey—don't have one. And the pandemic and remote work has only made it harder, of course, given the challenge and awkwardness of trying to find one virtually. "There's an element of tact needed when approaching someone regarding a potential mentoring relationship," says Korn Ferry Advance career coach Joshua Daniel.

With vaccine programs expanding quickly, and firms reopening hiring budgets, experts say having a mentor remains one of the best ways for employees to get ahead. But it takes time to find the best ones, whether inside or outside your firm. Below, some advice for finding, approaching, and selecting a mentor.

CREATE YOUR PROFILE.

At the most basic level, identifying potential mentors should be based on the relevance of their background and experience to your own career goals. So before reaching out to anyone, take inventory of where you are in your career and what void a mentor can help fill. Experts say mentees need to know where they want to go before mentors can help them get there.

CAST A WIDE NET.

People often look to their managers for mentorship, which can be great when it works out and horrible when it doesn't. Experts advise casting a wider net, both for a different perspective and to avoid conflicts of interest. Look across your entire organization, not just in your department or functional area, for instance. But also look outside your organization. Look on LinkedIn or through alumni networks, or even among family and friends.

MAKE IT ABOUT THEM.

It's a truth universally understood if not acknowledged: people like talking about themselves. When reaching out to make a connection, focus on the other person's career. Highlight work they've done that caught your attention, for instance, or suggest an article related to a recent social media post of theirs you thought they might like to read. Find something in their career path or profile that impressed you, says Daniel. "Identify something they do very well or have been really successful with and ask if they could tell you more about it," he says.

DON'T DIVE RIGHT IN.

Worse than having no mentor is having the wrong one or a bad one. The first person you reach out to may not be the right person for you—nor the second or third. It may take time and a few conversations with a few different people before mentees find a relationship that feels right.

PLAY THE FIELD.

People tend to think of mentoring as a monogamous relationship. But there's no rule that says you can't have more than one mentor. In fact, Daniel advises having multiple mentors based on the different elements of your career that you are looking to develop. One mentor may be more related to your functional area, for instance, while another may help you develop leadership skills or advise how to navigate the organizational structure. "You may not find one individual who has walked the exact path you are trailblazing," says Daniel.

BE SELFLESS, NOT SELFISH.

Understanding that mentoring is essentially unpaid support in the form of time and effort for your development. Approaching the relationship from the standpoint of what you want to get out of it is destined to result in failure. Experts say the most productive relationships are ones where the mentee offers tangible ways to reciprocate support and provide objectives that will help the mentor learn and grow as well. "Showing consideration for the other person can help make the ask more approachable," says Daniel.

Source: <https://www.kornferry.com/insights/this-week-in-leadership/six-ways-to-find-a-mentor-post-covid>

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Visit us at tuffiassandberg.co.za/careers



IS REMOTE WORK FOR ME?

As the world of work evolves amid an ever changing global climate, the opportunities for a variety of emerging workplace environments become more prevalent. Are you more of a Remote Runner or an Office Operative? Circle the statements that apply to you best.

Remote Runner		Office Operative	
✓	I enjoy working on independent tasks.	✓	I enjoy doing teamwork.
✓	I prefer flexibility and change in my environment.	✓	I prefer structure and order in my environment.
✓	I am able to promote myself without physical interaction.	✓	Networking is an important part of my career goals.
✓	I am able to set clear boundaries.	✓	At times, my boundaries are not clearly defined.
✓	It is financially sustainable for me to set up a home office.	✓	It is not financially sustainable for me to set up a home office.

If you circled more of the statements on the Remote Runner side, you may be better suited to working remotely. Jobs within the remote working arena range from data capturers, online teachers and transcribers, to online talent recruiters and customer sales executives. An advantage of this work environment is that you are not bound by geographical location! You can defy distance and work for companies from all over the world. Another key positive of remote workers is that they minimize the carbon footprint on the Earth by reducing time spent travelling. Hug mother Earth and earn a living? YES please!

If you circled more of the statements on the Office Operative side, you may be better suited to working in a physical setting. Jobs within physical work spaces rely on tangible tasks being completed, such as those contained in healthcare, construction and hospitality. An advantage of this work environment is that it provides the platform to foster supportive partnerships within organizations. In addition, it may be easier to maintain a work-life balance by having clearly defined spaces in which you tackle work, and where your personal life plays out.

Source: <https://www.spica.com/blog/remote-work-advantages-disadvantages>

Written by: Ms Raeesa Mayet, Psychometrist, Centre for Psychological Services and Career Development (PsyCaD)

EMOTIONAL & MENTAL WELLNESS

Stress and anxiety is
something **ALL OF US**
have experienced at
least once in our lives



Stress and anxiety can be triggered by a variety of factors, good or bad, like preparing for your exams or starting a new job. The ongoing COVID-19 pandemic is also causing increased levels of stress and anxiety. While a little bit of stress is not a bad thing, ongoing stress can have serious consequences. If you feel emotionally overwhelmed, seek professional help to eliminate the negative impact this may have on your mental health.

IMPORTANT CONTACT DETAILS TO HAVE:

CAMAF members

Emotional Wellness Programme

0860 100 544

(08h00 – 16h00 Monday to Friday)

emotionalwellness@camaf.co.za

or

Stress Line

0861 700 600 (option 4)

University lines (24 hours)

University of Cape Town Helpline

0800 24 25 26

University of Pretoria Student

Careline

0800 747 747

Tshwane University of Technology

Student Helpline

0800 68 78 88

University of Western Cape Student

Helpline

0800 22 23 33

Other

SA Depression and Anxiety Group

Line

011 234 4837 (08h00 – 20h00)

www.sadag.org

Suicide Crisis Line

0800 567 567

SMS 31393

0800 456 789 (24 hours)

Department of Social Development

Substance Abuse Line

0800 12 13 14 (24 hours)

SMS 32312

Lifeline Johannesburg (24 hours)

0861 322 322

011 728 1347

Social Media Etiquette for Students and Young Professionals

1. Determine how you want to be perceived on Facebook, Twitter, and all social media outlets. Like it or not, your communication becomes a strong part of your overall image. Recognise this as an opportunity to set yourself apart as a person with integrity.

2. Remember, once you post something online, it is there forever. Be mindful of what you post and the kind of posts you share, the kind of online trends you follow may also say something about you.

3. Know that employers DO check your social media accounts. Employers may want to include social media in their process of background checking. It is therefore important that you monitor your social media and use it wisely.

4. Remember that you are a brand, and one day you will represent a certain company. Do not upload anything that you would not want everyone to see, remember that once you start working you will be representing your employer.

5. Google yourself. Observe what comes up, including Google images. Eliminate any questionable posts or pictures. Show respect for yourself and your credibility by keeping your posts (and your daily interaction) clean.

6. You are what you tweet or post. People make judgments based on what they see and every post matters. Read through your stream and ensure it reflects your character.

7. Do not rely on privacy settings. Anything can be shared on the web. Download an app that will alert you if something is posted online where your reputation could be in question. Google Alerts will monitor the web and notify you when your

name has been mentioned. You can find a variety of tools by searching "Reputation Management".

8. Dedicate posts emphasising your achievements and accomplishments. Link to charities you support and let others know how they can get involved. Vary your content to retain interest. Remember to only post if it is the truth.

9. Take your online presence seriously. Social media is a phenomenal way to connect, build a community of like-minded friends and stay current on what is going on in the world. Use it wisely and you will reap the benefits. Abuse it, or disregard its importance, and you will eventually face the consequences.

Here are a few general guidelines you should always follow when it comes to your social media activity:

- Be respectful of others' posts, even if you do not agree with them.
- Personalise the posts you share with your network so they enjoy viewing your unique posts.
- Share information you think others would enjoy or find useful.
- Here are a few guidelines of the things you should avoid posting on you social media:
 - Negative comments, posts or messages.
 - Questionable or compromising photos of yourself OR others.
 - Offensive jokes, photos or material.
 - Over bragging.
 - Highly emotional content, like rants about personal situations or relationships.

Source:

https://www.huffpost.com/entry/social-media-etiquette-fo_1_b_6838796

<https://www.fastweb.com/student-life/articles/social-media-guidelines-for-students>



SKILLS THAT YOU WILL NEED TO SUCCEED IN YOUR CAREER

Being successful looks different to everyone. It comes in all shapes and sizes, but one thing that most people can agree on is that it includes feeling content and secure. One of the ways to offer this security is by opening as many doors to opportunity as possible by learning valuable life skills.

While trends come and go, and the economy and culture can change, the following are some skills that every person will need to have to get ahead.

CRITICAL THINKING

Being able to think for yourself is a key skill at a time where the concept of career and the workplace is changing. Critical thinking is clearly self-directed and self-disciplined, so you will need to be able to think for yourself in a realistic and meaningful way.

The ability to think critically is about thinking productively, responsibly, and independently.

The way we view things and act influences everything that surrounds us. Critical thinking has been part of numerous cultural philosophies for many decades. Yes, it plays a big role in defining the entire world, everyone and the future. Hence, the way we think about each other, ourselves, and the world affects more than just personal experience.

ADAPTABILITY

Navigating emerging technologies is something most students and professionals need to do in their daily lives. While this can ultimately make life easier, it often comes with new circumstances. A fine example of this is how several companies use modern technology to further their global presence. This results in top-tier companies encouraging their employees to work remotely and take full advantage of the digital age.

Working directly with an employee who lives in a different time zone could be just one of

many adjustments the next generation will experience in their regular work culture. The next generations will need to be able to adapt or they could be left behind.

EXCELLENT COMMUNICATION SKILLS

Good communication skills are important, both in person and online. The next generation is going to need to excel in these and every now and again this will include having to lead the conversation. As mentioned above, there might be special circumstances to navigate, such as key members of a team who live in different locations.

This is only one of the many scenarios that might mean people will need to be multifaceted and learn how to communicate using new mediums. With most workplaces using tools like Slack or Skype to communicate within their teams, written communication is a major point. Reading comprehension and writing skills have become crucial skills for the modern student and employee.

CULTURAL UNDERSTANDING

A deeper cultural understanding can lead to more positive interactions, better collaboration, and truly diverse conversations. Given that Generation Z is often stated as one of the most diverse generations to date, there will be a wider variety of voices and perspectives in the future workplace.

Cultural understanding has been a key part of progress in most cultures. With international business, an important aspect of modern life, large companies in top industries are embracing and teaching this to their employees. Understanding a company culture can also help in adjusting well into the workplace.

INITIATIVE AND DRIVE

While competition is a normal part of achieving success in life, the world is more connected now than ever so many will be competing

on a much more global stage than previous generations might have. You have to consider the fact that this will mean that students will need to strive to compete with students from their own country along with several others.

Having the initiative and drive to compete will be an important element in navigating certain aspects of life, especially when it comes to career and education opportunities.

PROBLEM SOLVING

This is one of the most important skills as far as soft skills go. Surviving and thriving in the present and the future requires the ability to solve real-world problems. Problem solving will help every student tackle anything from realising their biggest dreams to designing and even writing a shopping list.

The future generation will require problem-solving skills to help them solve future problems that have not yet been revealed. It is obvious that they will encounter challenges. Hence, it is crucial that we learn to define problems, craft an effective solution and apply it appropriately.

Tips on how to acquire these important skills

- Learn by doing: Get involved with volunteering work and vacation work.
- Spend more time practising things that are difficult.
- Find a mentor.
- Be curious: Seek challenges and set clear, specific goals.
- Be self-aware: Reflect on your actions, thoughts and emotions.
- Collaborate with others: Join societies and developmental groups

Source:

<https://www.jobteaser.com/en/advice/246-8-soft-skills-that-every-college-student-should-embrace>

<https://www.ef.com/wwen/blog/efacademyblog/skills-for-success/>



Hard skills vs. Soft skills

What is the difference between hard skills and soft skills? Hard skills refer to the job-related knowledge and abilities that employees need to perform their job duties effectively. Soft skills, on the other hand, are the personal qualities that help employees really thrive in the workplace. Hard skills help you identify candidates who are good on paper, whereas soft skills indicate which of these candidates are good in person, too. This means that you need a good mix of hard and soft skills in every employee so that they can be successful in their role.

Here are the differences between hard and soft skills in more detail:

Defining hard skills vs. soft skills

Hard skills, also called technical skills, are job-specific, relevant to each position and seniority level. In other words, each position in every company will require a unique hard skills list. For example, an accountant needs to know how to reconcile bank statements, while that knowledge is unnecessary for a developer. At the same time, reconciliation is important for accountants no matter their level of experience, but preparing business budgets is a skill that's not usually required of a junior accountant.

Soft skills are general characteristics, relevant to personality traits. Some soft skills you'd like to see in all employees regardless of their position or expertise, while other soft skills make sense in certain jobs and are less important in others. For example, if you value collaboration in your company, you want to hire employees who are great team players and can communicate well with others. On the other hand, networking and relationship-building skills might be essential for sales and marketing roles, but irrelevant for engineering roles. Likewise, leadership abilities make sense for people who'll manage a team no matter their department.

Developing hard skills vs. soft skills

Employees develop hard skills through education and on-the-job practice, while they develop soft skills through various, life-long professional and personal experiences. For example, marketers can learn marketing techniques and tools by attending a marketing course, whereas they could grow their collaboration skills by participating in a sports team.

Measuring hard skills vs. soft skills

Hard skills are measurable and can be described using numerical or yes/no criteria. On the other hand, soft skills are often intangible or hard to quantify and are usually described with qualitative scales. For example, one salesperson might be:

- an excellent user of X CRM software having used its features on a daily basis for the past 5 years and;
- a good communicator being able to explain 'fairly well' the benefits of a product to a potential customer.

Evaluating hard skills vs. soft skills

You can evaluate hard skills, through CVs, portfolios, job-related assignments and **role-specific interview questions**.

On the other hand, soft skills are better assessed by asking **situational** and behavioural, by using **soft skills questions and tests** and by taking into account a **candidate's overall personality characteristics** as presented during the entire hiring process.

Source: <https://resources.workable.com/hr-terms/hard-skills-vs-soft-skills#:~:text=Hard%20skills%20refer%20to%20the,really%20thrive%20in%20the%20workplace.>

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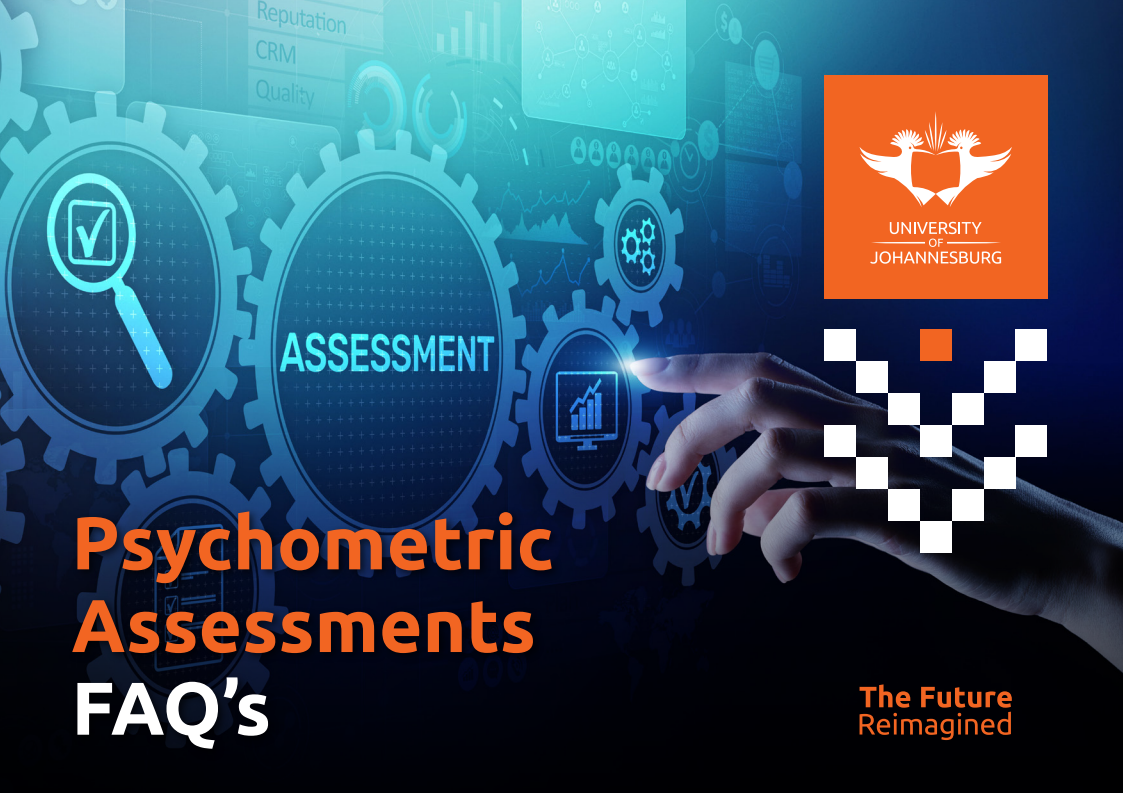
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Experience +
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Designation

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designations are
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International
recognition
Access to CIMA


saif
CIMA



Psychometric Assessments FAQ's

The Future
Reimagined

What is a Psychometric Assessment?

To break it down, a psychometric assessment is a scientifically developed “test” used to gain information. It can be presented in the form of a questionnaire, multiple choice format or short sentence questions.

Is there a right or wrong answer when it comes to Psychometric Assessments?

Yes and no. If you are being assessed on a specific ability then yes there may be a correct answer to the question. If you are doing a personality or interest questionnaire for instance, then no, there cannot be a right or wrong answer as there are no right or wrong preferences. However, regardless of the type of assessment, we should never see the results as a “pass” or “fail”. Rather, information obtained should be seen as an opportunity to identify areas of development and grow as individuals.

Can I prepare for an assessment beforehand?

Although the word “assessment” may sometimes make us think of traditional tests, it is not generally something we can prepare for beforehand because we may not always know what is being assessed. That being said, we can however





Career Assessment: Joyfully accept or Cautiously decline?

In the ever changing world of work, career assessments have become increasingly common. However, you may have wondered about whether the time spent answering a mountain of questions is worth it. In short, the answer is YES! Below is a breakdown of the different parts of the career assessment process and how it can be beneficial.

Learning about my Abilities

It is important to know where both our strengths and areas of development lie. Strengths are areas we can build upon and use to our advantage, whilst areas of development help us see what we may need to improve upon to excel in certain environments.

Learning about my Personality

Learning about your unique personality type can help seek out environments that aid in career satisfaction. For example, if you are someone who enjoys being around people, but are placed in a work environment where you have to frequently work independently, you may end up feeling drained! If there is a match between your personality type and your work environment, chances for thriving and optimizing are increased.

Learning about my Interests

There needs to be a fit between what we are good at AND what we are interested in. Suppose you were skilled at building things but greatly disliked working with your hands, this would result in dreading going in to work every day. A career assessment can provide information about career fields that we find most appealing, thus increasing the chances of enjoying one's job.

Learning about my Values

A value is something that is important to us, and as a result serves as a motivation. If our career path aligns with what we value, we are more likely to feel motivated to succeed within that space. For example, if it is important for you to be empathetic and help others, then being in a career such as social work which would allow you to do this would be rewarding.

Career Assessments are a free service to all UJ students, and are offered across all four campuses. Drop by a PsyCaD office to learn more!

Written by: Ms Raeesa Mayet, Psychometrist, Centre for Psychological Services and Career Development (PsyCaD)

TNE DISABILITY UNIT

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

Academic Support

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

Technological Services

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

Psychological support

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

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

- APK: Level 2, APB: ground floor level 1, DFC: ground floor level 1 and SWC: computer labs
- APK: C ring 119, APB: Impala court ground floor, DFC: House no. 5 next to the student centre and SWC: Adelaide Tambo building ground floor behind the library

The spaces have the following technology:

- Desktop magnifiers,
- Eye-Pal solo book readers,
- ZoomText magnifying software,
- JAWS & NVDA, Windows eyes screen reading software,
- Claro access suite, Kurzweill 1000, WordQ + Speak Q and Read & Write gold (TextHelp)
- Large print keyboards

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

Main Offices: Auckland Park Kingsway Campus APK, C Ring 1

Email: disabilityunit@uj.ac.za

Tel: 011 559 3745

Visit: www.uj.ac.za/PsyCaD

www.facebook.com/PsyCaD

**WE ARE
HIRING!**



JOBS IN DEMAND IN 2021 SOUTH AFRICA

Worried that you won't have a job due to the pandemic? Fear not, there are many industries within South Africa that are hiring. All you have to do is find an industry that works for you and gain the skills needed for the job.

Technology

Are you interested in technology and job security? Find a job in the technology industry. You can look forward to a variety of job opportunities:

- Cloud computing
- Artificial Intelligence and machine learning
- Data scientist
- Robotics and process automation
- Cybersecurity

Sales and Marketing

Sales and marketing is a growing industry with great growth potential. You can easily start at an entry level position and work your way up:

- Technical sales manager
- Digital marketing manager
- E-commerce manager
- Regional key account manager
- Head of sales and marketing

Human Resources

Human Resources is an important function of any business. You won't have to worry about retrenchment in this position.

- HR manager
- HR officer
- HR director
- In-house talent acquisition specialist
- HR and payroll manager

Finance and Accounting

If you enjoy working with numbers and would like the opportunity to work in any industry, then a career in finance and accounting might be for you.

- Commercial finance manager/controller
- Tax
- Finance manager
- Head of finance
- Accountant

Source: <https://www.skillsacademy.co.za/2021-jobs-that-are-in-demand/>



The most in-demand job skills in South Africa right now

The latest monthly jobs index from CareerJunction for the month of February 2021, highlights the job skills that are currently sought-after in South Africa.

The **CareerJunction Index (CJI)** represents online labour dynamics in the country by providing a detailed analysis of the relative ratio of supply and demand in the online job market.

The data shows that hiring activity hardly changed during the month of February. Labour demand seemed to stabilise slowly for professionals within the architecture & engineering, marketing, finance and sales sectors, CareerJunction said.

During February 2021, the CareerJunction Index increased to 107 index points indicating decreased competition in the job search market.

MOST WANTED SKILLS

The career portal's latest research shows that the following occupational fields are currently the most sought-after skill sets in the job market:

- **Software development:** Demand for software development skills increased by 22% from January to February 2021. Professionals within software development remain highly demanded in the local job market.
- **Middle/department management:** Managerial skills in combination with managerial expertise are highly sought after. Particularly middle and department managers are on the forefront of labour demand.

- **Representative/sales consulting:** Hiring activity for sales consultants has been slowly increasing since December 2020. Despite a volatile demand trend, job advertising for sales consultants has increased by 19% over the last six months.

Career Junction said that based on the most recent online hiring activity, five sectors were identified that show promising employment prospects after two months into the new year, and a year after the Covid-19 pandemic hit the country.

- Information technology;
- Architecture & engineering;
- Manufacturing & assembly;
- Sales; and
- Business & management.

When looking at active job seekers across various sectors, areas of high supply correlate closely to areas of high demand. The IT, business & management and finance sectors are undoubtedly the most sought-after sectors, followed by the sales, admin, office & support and architecture & engineering sectors, among others listed.

When looking at active job seekers across various sectors, areas of high supply correlate closely to areas of high demand, however supply outstrips demand in some areas, leading to a competitive environment for job seekers.

Source: <https://businesstech.co.za/news/business/476754/the-most-in-demand-job-skills-in-south-africa-right-now-6/>

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is full of new and
emerging career
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studying Science,
Technology,
Engineering or
Mathematics

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Do this before you answer, 'What are your salary requirements?'

It's everyone's **least favourite job**

interview question: "What are your salary requirements?" And while there are ways to avoid answering until you're comfortable starting the **salary negotiation** process, sometimes you're going to get stuck.

Other times, it's in your best interests to answer when asked. For example, PayScale's research has shown that women who refuse to answer a variation on this question ("What's your salary history?) **earn 1.8 percent less** than those who disclose prior pay.

But in any case, it's a question you're going to have to answer sooner or later — if not during the initial interview or phone screen, then later on, when you're closing in on an offer. And no matter when you agree to talk numbers, you need to do one thing (besides **researching salary**) before you speak up.

THE IMPORTANCE OF LEVERAGE

Before negotiating, you need to "assess how much leverage you have," management author Suzy Welch **told CNBC Make It**.

How can you figure out where you stand? Per CNBC:

"Look at any information available through the site where you applied regarding how many candidates have applied to the position and how long the position has been open. The longer the job has been open, the more eager the company may be to fill the role, and the more leverage you may have."

Welch noted that job seekers are "always the seller," and should "err on the side of caution." But if the job has been open for a while, you might set your requirements higher than you would if the job of your dreams just opened up.

OTHER QUESTIONS TO ASK YOURSELF BEFORE NEGOTIATING:

1. What's an appropriate salary range?

Welch and other experts stress the importance of knowing how much your skills and experience are worth on today's job market. Don't go by your current salary — or what your coworker claims to be earning — when you set your salary range.

Take the PayScale **Salary Survey** and get a free salary report with a range based on thousands of responses from peers in your field. It's a lot more accurate than asking around.

2. Are my skills in demand?

Some jobs are harder to fill in general than others, and some skills are more in demand. If you know that you're in a booming field — and you're sure you have the skills that employers want in new hires — then you're in a better position to negotiate.

Not sure where you stand? Start by finding out whether your occupation is growing or shrinking. The Bureau of Labor Statistics' **Occupational Outlook Handbook** offers a forecast for the next few years. Then, take a look at LinkedIn profiles for others in your field. Do people with your job title have similar skills? What about the next one up the ladder? What could you learn, to upskill yourself into a raise or promotion?

3. How much do I want the job?

Finally, the real question is always whether you want the job enough to be flexible about pay. That doesn't mean that you should start off low-balling yourself, regardless. But it might mean that you should think twice before naming a salary that's a reach, based on your research.

Source: <https://www.payscale.com/career-news/2018/11/do-this-before-you-answer-what-are-your-salary-requirements>



2021 RESULTS

Here's what 6514 UJ students had to say

Female students' first expected salary



ZAR 267 088
Annually



Male students' first expected salary



ZAR 301 229
Annually

Top attributes associated with the University of Johannesburg

1. Safe campus environment
2. Educational excellence
3. Friendly and open environment



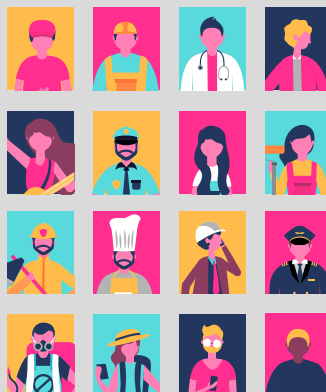
Students' most important attributes for future employment



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

Most used career services at the university

1. Career counselling
2. Career/job/internship fairs
3. Trainings for resume/CV writing and interviews



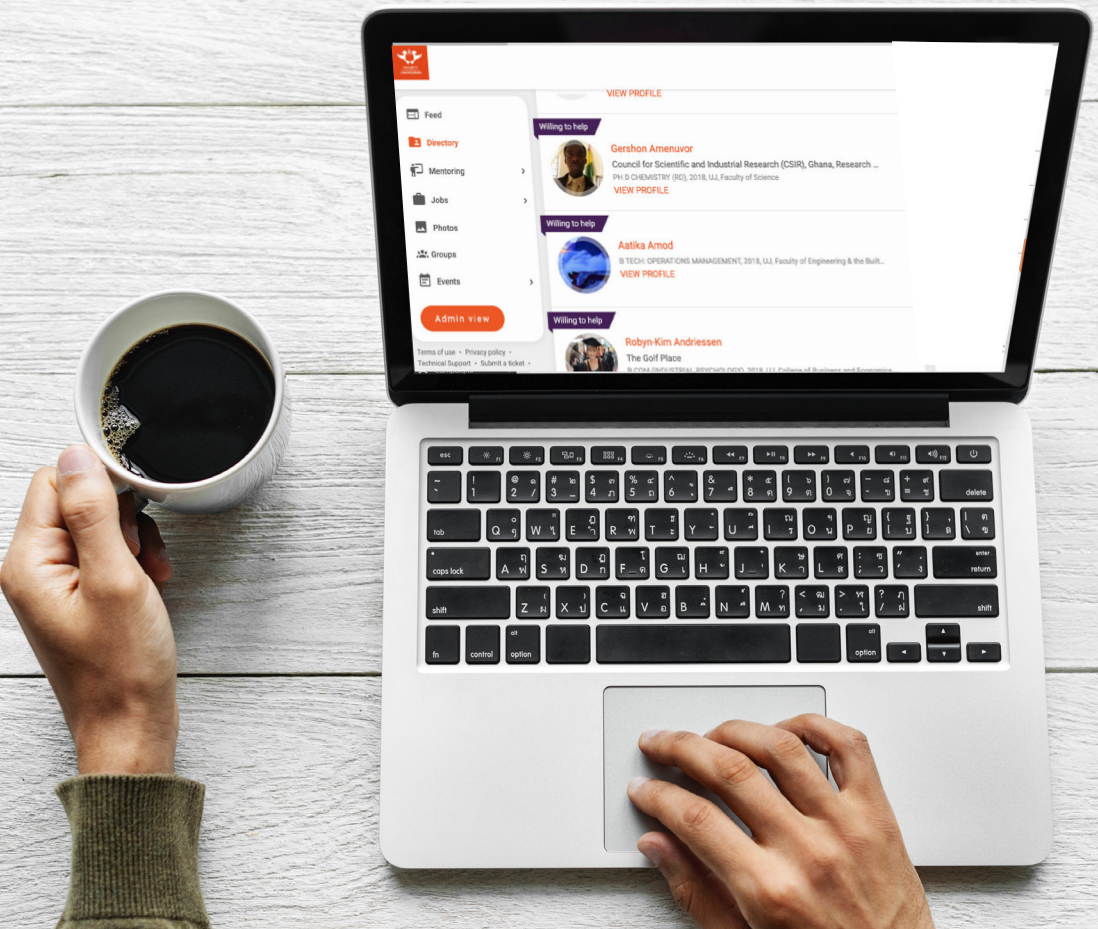
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Navigating the first 90 days of the workplace

12 years of secondary school education and theoretical preparation from university, results in the opening of a brand new chapter. Surprisingly, this chapter is uncannily reminiscent of the former: the new kid on the block and you can feel the eyes and weight of expectation, not only from others but also from yourself. Below, I explore some ways on how to work your way through this settling in period (based on experience and some things I wish I had done differently).



Practical tips:

1. We are part of a culture that appreciates “being yourself”. However, it is also equally if not more important to study your environment, be perceptive of the norms, standards of your industry and your organisation and then adapt your conduct and engagements accordingly.
2. Whilst, it may protect your ego to come across as knowing “everything”, use the first 3 months to behave like a sponge. Ask questions, you are starting from zero. Be a sponge and soak it all in, ask, ask; take notes and be a student of the practical workings of an organisation. This will obviously go against what you had planned about making a great first impression and wowing everyone; but better a bruised ego than a bruised career.
3. Build a network around you. Build friendship with others. Whilst it may feel safer to keep to yourself, socialise with others and show a keen interest in their skill-set. This will help to surround you with people who will support you, back you and defend you.
4. Be willing to do any task that is put before you, whether that be great or small. He/she that can be trusted with little can be trusted with much. Every task put before you is a small test, make sure that you do well in those.
5. Once you have completed such tasks, ask for feedback on how you performed, this will help you to make improvements before the big projects are assigned to you. If you can get the basic principles right, it will help you to be proficient at the more complex assignments.
6. Although you may be tempted into thinking that you can quickly fix glaring problems; understand that problems exist in a complex web of human relationships, so understand that not everything can be fixed overnight. Rather, try to understand why things are the way they are as well.
7. Lastly, be kind to yourself, celebrate your quick wins. As long as you are making progress week by week, month by month; then you are on the right track.

Article written by: Mr. Sibiso Sibisi, Industrial Psychologist at Idea Lights Company



10 TECH TRENDS TO WATCH IN 2021

The information technology (IT) industry will morph in 2021, prompted by its response to the chaos of 2020 and affirmation that it is the central nervous system of our digital society, according to the IT Industry Outlook 2021 published by CompTIA.

The annual report from the leading non-profit association for the technology industry and IT professionals provides insight into the trends that will shape the industry, its workforce and its business models in the new year.

“The confusion, disruption and uncertainty we’ve experienced in 2020 will have some spill over effect in 2021, but rather than rebuilding to restore what it was, we believe that the industry is poised to rebuild for a better and brighter future,” said Carolyn April, senior director, industry analysis, CompTIA.

“Transformative changes accelerated this year, leaving no doubt about the critical importance of digital operations,” said Seth Robinson, CompTIA’s senior director for technology analysis.

“But as the spotlight on tech brightened it brought other matters into focus, including the industry’s responsibility to become more diverse, equitable and inclusive; and whether its influence and reach will be subject to new government regulation.”

10 trends to watch in 2021

- **There Is No Normal** – The concept of an established pattern will be more elusive for businesses, forcing them to juggle a multitude of options, from employee locations to supply chain components to customer demands.
- **Cloud Is King** – Organisations will adopt a cloud-first mentality when it comes to building or upgrading IT infrastructure.

- **Channel Firms Respond to Customer Changes** – The need for flexibility by channel firms has never been greater as customers work their way through uncertain times.
- **Channel Dynamics Become More Balanced** – Vendor/partner relationships become a marriage of equals, with cloud computing as the primary matchmaker.
- **Emerging Technologies Find Their Place Inside Business Solutions** – Organisations direct their energy into building solutions on top of the platform's they've built on cloud and mobile options.
- **Zero Trust Shapes Cybersecurity Initiatives** – Verify everything becomes the new paradigm that guides cybersecurity practices.
- **Managed Service Providers Build Deeper Cybersecurity Expertise** – More MSPs redefine their businesses almost exclusively around security, adding advanced services.
- **Tech Industry Prepares for Regulation** – The impact is likely to be felt by everyone, from the largest industry titans to the smallest channel firms.
- **Business Conversations Drive Business Skills for Tech Pros** – No longer relegated to the help desk, IT pros' need for professional skills is accentuated – and often required.
- **Companies Set Public Goals for Diversity** – It's time for companies to move beyond awareness to accountability with deliverables that are public and certifiable.

Era of Cautious Optimism

CompTIA's IT Industry Outlook 2021 also includes expectations for the year ahead from the perspectives of technology company executives and IT professionals.

Companies expect to alter their business models next year by offering more services, getting more involved with emerging technologies, exploring vertical market opportunities and stressing their cybersecurity expertise.

Each of these steps (and others) are part of their plans to bounce back from 2020's challenging environment. Just over 60% of firms said the COVID-19 pandemic had a negative impact on business.

Asked about 2021 prospects, 37% of firms expect to grow revenue in excess of both their 2020 and 2019 results. Another 25% expect revenue to remain stable with 2020 levels, though for some firms that might be less than 2019 because of the effects of the pandemic.

About one-quarter say the lost revenue this year but hope to revert back to 2019 levels. Four in 10 companies anticipate keeping their budgets at 2020 levels, with a quarter predicting somewhat higher spending and 13% somewhat lower.

Similar mixed signals are present in survey responses from IT professionals. Nearly 80% feel good about their role as a technologist. The majority see a bright outlook thanks to the high demand for skills, driven by the increasing importance of technology to business strategy.

But there is also uncertainty over technology spending, with 44% feeling that budgets are too small, and they acknowledge that they'll likely be asked to do more with less.

In fact, three in 10 companies are retraining existing staff to fill open positions or address new areas of focus.

Source: *10 tech trends to watch in 2021 (businesstech.co.za)*



Ten Business Etiquette Tips

A workplace with rude, dismissive or careless employees is one that is unproductive, unpleasant and ripe for litigation. This sort of behaviour internally spills over to customers eventually, and an insulted customer can easily find someone else to replace your services. Good business etiquette practices start from the top, but employees at every level can help promote good business etiquette.

EVERYONE HAS A ROLE

When dealing with your own employees, remember that every person in the company, from the CEO to the mail clerk, can affect every other person. All employees' jobs are interconnected, and the person you may be dismissive of today could have information that is relevant to you tomorrow.

MAKE MEETINGS USEFUL

When a meeting is necessary, be mindful of other attendees' schedules, and ensure that you are prepared with any materials or information needed for the meeting topic. Thank attendees for their contributions, and send out a written record of what was discussed, with action items. A meeting that requires no action to be taken is a meeting that wasn't necessary in the first place.

PROMPT COMMUNICATION

When you receive a phone call or email, whether internally or from a client, be sure to respond to it in a timely manner. Even if the inquiry will take longer, a quick email or phone call to let the sender know that you're looking into the subject is going to be appreciated.

EMAIL USE

The instant gratification of email can lead to careless use and unprofessional appearance. Take the same care in crafting email that you would for any published work, including spelling, punctuation, grammar and capitalization. Be specific, avoiding unclear questions or one-word answers. If you have to send an email asking for clarification and receive one back, you've doubled the amount of emails sent on what could have otherwise been a simple exchange.

RESPECT OTHERS' TIME

When you need to interrupt someone, try to do it unobtrusively. Be polite and get to the point quickly, to allow him to get back to his work in progress. Avoid interrupting meetings unless time is of import.

DRESS FOR SUCCESS

Even in a casual environment, one should err on the side of caution. A slovenly appearance can imply to clients and co-workers that the situation, company or people involved aren't worth the effort to present yourself respectably. If the dress code is uncertain, it is always safer to be overdressed than underdressed.

KEEP YOUR BOSS INFORMED

Don't overdo compliments and agreements regarding your boss. Primarily, you should treat all your co-workers with respect, but also behaving differently towards a superior can easily appear to be brown-nosing. You should, however, provide your boss with more information, since he is ultimately responsible for your performance. Keep him informed of any delays, setbacks, new developments or concerns.

RESPECT OTHER CULTURES

If your company does work internationally, always respect the other cultures. While you needn't be fluent in every language you do business in, an attempt to learn at least a portion of a language can demonstrate a strong desire for cooperation and respect. Other cultural differences such as holidays and table manners should be studied before any international meeting.

TIMELINESS

When there is a time factor in anything business related, from a deadline for a project or a meeting set to begin, don't be late. It implies that you have things more pressing than your co-workers or clients, and more worthy of your attention.

REMEMBER THE BASICS

Above all else, remember the simplest manners you were taught as a child. "Please," "thank you" and "you're welcome" are some of the most basic spoken manners, and yet some of the most forgotten. Avoid raising your voice and offensive language.

Source: <https://smallbusiness.chron.com/ten-business-etiquette-tips-176.html>

Work Wardrobe Essentials

Remember those days in school uniforms? And you thought: “I can’t wait to be an adult to wear whatever I want!” Well, now we are so-called “adults” with responsibilities and we actually wish we were back in the uniform-days with no adult decisions to make, and being dependent on your parents or guardian.

Those who are wearing uniforms probably still want a job where they can wear whatever they want; those of us in corporate who have to dress and look the part are checking those price labels on clothes and thinking – “Don’t I know someone who can make me this for cheaper?”. Welcome to adulthood!



Project 333

I recently read these articles and blogs about Project 333. Not familiar? It is also called the “Capsule wardrobe”. Project 333 is the minimalist fashion challenge that invites you to dress with 33 items or less for 3 months. Courtney Carver started this in 2010 when she wrote an article and challenged people to minimise their wardrobes by picking 33 or less items (which includes accessories except your wedding ring for instance) and then ONLY wear those items for 3 months. So the idea is firstly have fewer clothes, and secondly to mix and match and learn how to wear clothes in different ways to create a new style every time.

So this got me thinking about what I will choose, keeping in mind that my work place isn’t very formal, but also not informal; and that I like to wear hippy-casual-arty clothes when I’m not at work. To narrow it down to 33 items is super difficult.

The Essentials

I asked some friends and family what they think is essential to a work wardrobe, especially because the world of work isn’t as formal as it used to be. Not every man wears a suit and tie; not every woman wears a pencil skirt with heels. So what will the essentials be? Here is what we (friends, family and myself) came up with:

- 1) Black pants and shoes
- 2) Navy pants; or for ladies a skirt
- 3) Formal button and collar shirt
- 4) Neat underwear – and ladies, in the world of work the idea is to hide your underwear, not show them off. (Say goodbye to strappy tops!)
- 5) Proper one colour jean (with no white wash marks or rips).
- 6) For ladies: a pair of heels for those days where you need to make a good impression, but not so high that you can’t walk. For men: a proper formal tie to wrap up that deal.

- 7) A blazer to give you a more formal and professional look when meeting with clients or potential buyers of your product or service.
- 8) At least one printed shirt, which can be dressed up to look professional, or dress down with a jean and sneakers to have a more informal look.
- 9) For ladies: red lipstick can do the trick for a work-look; and studded earrings.
- 10) For men: a neat belt to round off the look, and a pair of brown shoes (polished and clean).

Sarah Petrie wrote about capsule wardrobes and used these as illustrations:

As illustrated by Sarah Petrie: <https://sarahpetrie.wordpress.com/>



As illustrated by Sarah Petrie: <https://sarahpetrie.wordpress.com/>



What is your top 5 work wardrobe items in your closet?

Article Written By: Ms. Belinda Janeke, Head of Career Services at the University of the Free State.



Employment in the public service

Vacancies in national and provincial departments are filled by recruiting serving employees or by inviting applications from those who are not employed in the Public Service. Vacancies in senior positions, i. e. the senior management service, must be advertised nationally for recruitment from within and from outside the Public Service.

As a rule vacancies are advertised in a Public Service Vacancy Circular compiled and issued weekly by the **Department of Public Service and Administration (DPSA)**.

The **Public Service Vacancy Circular** informs public servants about vacancies within the Public Service. Persons who are not Public Service employees but interested in the positions advertised should first establish from the advertising department if they can apply. The contact details of the advertising departments are provided in the Circular.

Some departments such as **Defence** may ask you to take a medical examination before considering your application.

WHAT YOU SHOULD DO

1. Download and complete **Form Z83** (Application for Employment). You can also get the form from any national or provincial department.
2. Attach your curriculum vitae (CV). The department may also ask you to attach certified copies of your educational qualifications, identity document and other personal documents. Please read the advertisement carefully to see what you should attach.
3. Submit your completed Z83 form and all the required documents to the address listed in the advertisement.
4. You may, depending on the approach followed by the relevant department, receive an acknowledgment letter.

HOW LONG DOES IT TAKE

The recruitment and selection process varies among departments, but the aim is to complete the process in the shortest time possible.

Source: <https://www.gov.za/services/looking-employment/employment-public-service#>

HOW TO FILL OUT THE Z83 FORM

So you've found a government job or internship or bursary you're interested in and want to apply for it. The first thing you need to do is note down the reference number as stated in the advert.

Next, you need to get your hands on a Z83 form. The Z83 is the "Application for Employment" form and is designed to assist government departments in choosing the right person for the position. You can [download one here](#), or get a copy from your nearest government department.

Tips

- Always ensure that your information is 100% correct
- Fill in the reference number exactly as it appears in the job ad
- Follow the instructions! If you are told to attach a CV, then do so

Filled in Example Z83

You've got the Z83 and now you need to fill it in. It may look confusing but don't worry, it's not too bad! Take a look at the example below:

REPUBLIC OF SOUTH AFRICA

APPLICATION FOR EMPLOYMENT

A. THE ADVERTISED POST

Position for which you are applying (as advertised): **SECRETARY TO DIRECTOR**

Department where the position was advertised: **Public Works, Roads and Transport**

Reference number (as stated in the advert): **H/C 19/2017**

If you are offered the position when can you start **OR** how much notice must you serve with your current employer? **IMMEDIATELY**

B. PERSONAL INFORMATION (please ignore if you have attached a CV with ALL of the following information)

Surname: **ENGELBRECHT**

First names: **WILLIAM**

Date of birth: **7/5/1994**

Identity number: **940501...**

Race: **African** ☒ **Coloured** ☐ **Indian** ☐

Gender: **Male** ☒ **Female** ☐

Do you have a disability? **Yes** ☐ **No** ☒

Are you a South African citizen? **Yes** ☒ **No** ☐

If no, what is your nationality? _____

And do you have a valid work permit? **Yes** ☐ **No** ☒

Have you been convicted of a criminal offence or been dismissed from employment? **Yes** ☐ **No** ☒

If your profession or occupation requires State or official registration, provide date and particulars of registration: _____

C. HOW DO WE CONTACT YOU

3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 - This information will only be taken into account if it directly relates to the requirements of the position.

5 - Applicants with substantial qualifications or work experience must attach a CV.

Preferred language for correspondence? **English**

Telephone number during office hours: **0211763 2455**

Preferred method for correspondence: **Post** ☒ **Mail** ☐ **Fax** ☐

Correspondence contact details (in terms of above): **wengelb@gmail.com**

D. LANGUAGE PROFICIENCY—state 'good', 'fair', or 'poor'

	ENGLISH	AFRIKAANS	Languages (specify)	
Speak	good	fair		
Read	good	fair		
Write	good	fair		

E. QUALIFICATIONS (please ignore if you have attached a CV with these details)

Name of School/Technical College	Highest qualification obtained	Year obtained
FISH HOEK HIGH SCHOOL	MATRIC	2012

Tertiary education (complete for each qualification you obtained)

Name of institution	Name of qualification	Year obtained
UNIVERSITY OF CAPE TOWN	BACHELOR OF ARTS	2016

Current study (institution and qualification): _____

F. WORK EXPERIENCE (please ignore if you have attached a CV with these details)

Employer (including current employer)	Post held	From	To	Reason for leaving
RETAIL PUBLISHING	WRITER	02.15.03	17.03.17	moving
INSPEC	TESTER	11.12.01	13.01.13	started studying

If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-appointment. **Yes** ☐ **No** ☒

If yes, provide the name of the previous employing department: _____

G. REFERENCES (please ignore if you have attached a CV with these details)

Name	Relationship to you	Tel No. (office hours)
A. HAMMOND	ex - boss	086 111 2218

DECLARATION

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

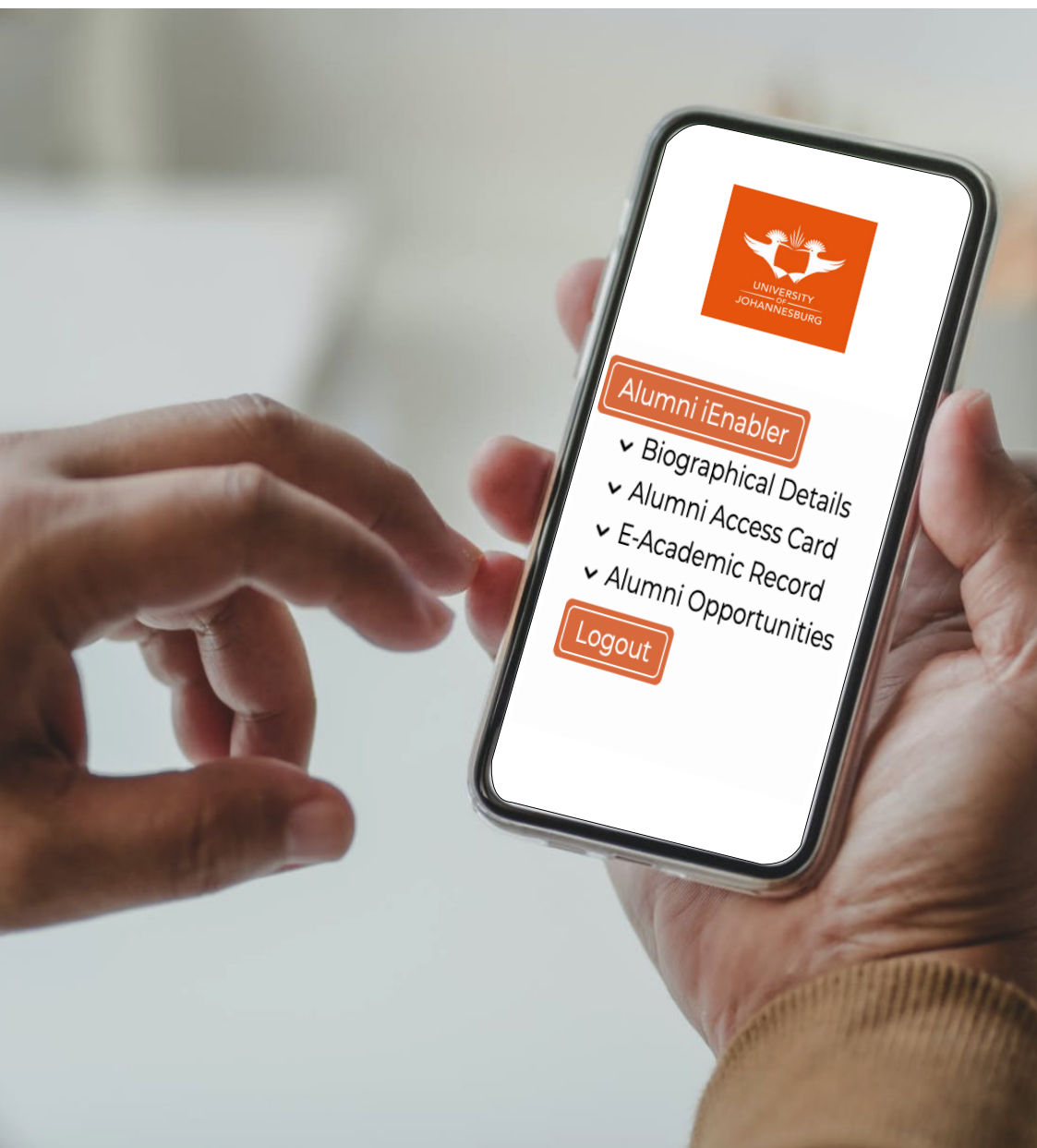
Signature: *[Signature]* Date: **05/05/17**

Now all you need to do is submit your Z83 form and any additional documents required to the correct address, as specified in the advert you saw.

Source: <https://www.careersportal.co.za/careers/careers-advice/how-to-fill-out-the-z83-form>

Get your E-Academic Record at no cost.

Visit: <https://www.uj.ac.za/academic-records>



What is EQ? A Guide to Emotional Intelligence in the Workplace

Having emotional intelligence is essential for our progression in the working world, and has overtaken many other factors for success.

Research has found that people with average IQs tend to outperform those with high IQs, which contradicts previous beliefs that IQ is the main source of success. Now, emotional intelligence is seen as the critical factor that separates the highest performers from the rest. Emotional intelligence in the workplace is, therefore, something we all need to be aware of.

What is Emotional Intelligence?

Emotional intelligence, also known as emotional quotient or EQ, is an individual's ability to understand their own emotions and feelings. It affects how we manage behaviour, approach social complexities, and make decisions to achieve positive results.

Psychologists state that emotional intelligence has five main components:

1. **Self-awareness** – our ability to understand ourselves, to recognise and comprehend our behaviours and emotions, and how these can affect others.
2. **Self-regulation** – our ability to control impulses and moods and consider the consequences of our actions before we do them.
3. **Internal motivation** – being driven to work hard, perform, act, and pursue goals for personal reasons, rather than for a reward.
4. **Empathy** – the ability to recognise and understand others' emotions, motivations, and situations. This helps us to build and lead teams successfully.
5. **Social skills** – the ability to build and manage relationships, network, lead, manage conflict, and work with others.

Therefore, emotional intelligence helps us look after our physical and mental health and strengthens our ability to lead. It helps us to manage effective relationships and protect ourselves when it comes to conflict. It also allows us to understand the thoughts and feelings of others and consider the consequences of how we

act. **This makes emotional intelligence in the workplace intrinsic to our future success.**

How to Develop your Emotional Intelligence

Emotional intelligence isn't static over your lifetime. Although it takes work, you can develop your EQ and see your workplace, work life, and personal life improve as a result.

To begin improving your EQ, you can:

- **Observe yourself.** People with a high EQ are usually self-aware. They understand their emotions and they don't let them rule their actions. Pay attention to what your emotions are telling you and use them wisely.
- **Be proactive, not reactive.** Self-regulate your emotions to control them and stop them from hijacking your reactions. Think before you act and walk away from a situation that makes you angry.
- **Accept the help of others.** Don't take a 'my way or the highway' approach. Ask for the views of others and use them to help you improve.
- **Set milestones and rewards.** Set yourself a milestone and reward yourself when you achieve it. This can get you into the habit of appreciating the time it takes to accomplish things.
- **Don't judge other people.** Empathise with other people and try to understand the reasoning behind their reactions. Similarly, don't put anyone on a pedestal. We all make mistakes, so never think as yourself as better or worse than anyone else.
- **Improve resilience and bounce back.** Life isn't perfect and there are times when things go completely opposite to how we planned. However, you should approach each situation with optimism rather than pessimism, and believe that everything happens for a reason. Ask yourself questions like 'what can I learn from this experience?' to turn every negative experience into a positive journey of growth.

Source: <https://www.highspeedtraining.co.uk/hub/emotional-intelligence-workplace/>

Company Overviews & Recruitment Drive Information

A

Allen & Overy (South Africa) LLP Allen & Overy is an international law firm with a truly global presence, now spanning 44 offices in 32 countries. We have also developed strong ties with relationship law firms in over 100 countries where we do not have a presence. This network makes us one of the largest and most connected law firms in the world, with a global reach and local depth that is simply unrivalled.	Industry:	Legal Services
	Website:	www.allenoverly.com/en-gb/global/global_coverage/africa
	Number of positions available:	TBC
	Medium for applications:	Website
	Closing date for applications:	1 December 2021
	Faculty recruitment:	Faculty of Law
	Graduate levels required:	BA Law, BCom Law, LLB
	Employment opportunities:	Articles of Clerkship, Vacation Programme
Auditor General South Africa The Auditor-General of South Africa has a constitutional mandate and, as the supreme audit institution (SAI) of South Africa, it exists to strengthen our country's democracy by enabling oversight, accountability and governance in the public sector through auditing, thereby building public confidence.	Industry:	Audit
	Website:	www.agsa.co.za
	Number of positions available:	200
	Medium for applications:	Website
	Closing date for applications:	31 October 2021
	Faculty recruitment:	Faculty of Humanities
	Graduate levels required:	Honours
	Employment opportunities:	Employment upon graduation

B

BBD

BBD's story starts with Sandra Barone, Tom Budge and Ralf Dominick creating a software development company with a truly vibrant culture that has grown into a leading software solutions partner for companies around the world.

At BBD, we work hard, and we have fun doing it. We pride ourselves on our culture, which combines a relaxed environment with high standards of professionalism. A team of experienced experts, we also enable creativity and collaboration through flat management structures and shared decision making. And we are committed to allowing our people the space to continually improve and grow their careers through learning. By empowering our people to be their best, we ensure we deliver the best.

Industry:	Information Technology
Website:	www.bbdsoftware.com/grad-bursar-programme/
Number of positions available:	25
Medium for applications:	Website
Closing date for applications:	30 November 2021
Faculty recruitment:	Faculty of Engineering & the Built Environment, Faculty of Science
Graduate levels required:	Bachelor, Honours, Master's, Doctorate
Employment opportunities:	Bursaries, Employment upon graduation

BOWMANS

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

Industry:	Legal Services
Website:	www.bowmanslaw.com
Number of positions available:	TBC
Medium for applications:	Website
Closing date for applications:	31 December 2021
Faculty recruitment:	Faculty of Law
Graduate levels required:	BA Law, BCom Law, LLB
Employment opportunities:	Articles of Clerkships, Bursaries, Vacation Programme

BDO South Africa

BDO in South Africa provides audit, advisory and tax services to a broad range of clients - from large JSE-listed companies to small and medium sized entities, individuals and the public sector. As the South African member firm of BDO International, which has offices in 167 countries, we have been delivering exceptional service to our clients since 1963. Our approach involves listening to our clients and delivering the calibre of service associated with a leading global financial services firm.

Industry:	Audit, Tax and Advisory
Website:	www.bdo.co.za
Number of positions available:	130
Medium for applications:	Website
Closing date for applications:	30 November 2021
Faculty recruitment:	College of Business and Economics
Graduate levels required:	Honours
Employment opportunities:	Employment upon graduation

CFA Society South Africa

CFA Society South Africa promotes ethical and professional standards within the investment industry, encourages professional development through the CFA Programme, and facilitates the open exchange of information and opinions. Administered by CFA Institute, the Chartered Financial Analyst (CFA) Programme is a graduate-level, self-study curriculum and examination programme for investment specialists.

Industry:	Investment
Website:	www.cfa.ac.za
Number of positions available:	TBC
Medium for applications:	Website
Closing date for applications:	31 December 2021
Faculty recruitment:	College of Business and Economics, Faculty of Art, Design and Architecture, Faculty of Education, Faculty of Engineering & the Built Environment, Faculty of Health Sciences, Faculty of Law
Graduate levels required:	Bachelor
Employment opportunities:	TBC

Clyde & Co

Clyde & Co is a dynamic, rapidly expanding global law firm focused on providing a complete legal service to clients in our core sectors.

We are a leading global law firm focused on the sectors that move, build and power our connected world and the insurance that underpins it. Our core industry sectors are: insurance and reinsurance, transportation, energy, commodities and infrastructure.

Industry:	Legal Services
Website:	www.clydeco.com
Number of positions available:	5
Medium for applications:	Website
Closing date for applications:	TBC
Faculty recruitment:	Faculty of Law
Graduate levels required:	LLB
Employment opportunities:	Articles of Clerkships, Vacation Programme

Cliffe Dekker Hofmeyr

Cliffe Dekker Hofmeyr is one of the largest business law firms in South Africa with more than 100 directors/partners and 300 qualified lawyers, located at offices in Johannesburg and Cape Town.

Our lawyers specialise in services covering the complete spectrum of business legal needs with our corporate and commercial services covering the full range of business legal services, which we deliver through our seven core practice areas and sector services.

Industry:	Legal Services
Website:	www.apply4law.co.za
Number of positions available:	20
Medium for applications:	Website
Closing date for applications:	1 August 2021
Faculty recruitment:	Faculty of Law
Graduate levels required:	BA Law, BCom Law, LLB
Employment opportunities:	Articles of Clerkships, Bursaries, Vacation Programme

Chartered Accountants (SA) Medical Aid Fund (CAMAF) Chartered Accountants Medical Aid Fund.	Industry:	Insurance
	Website:	www.camaf.co.za
	Number of positions available:	TBC
	Medium for applications:	Website
	Closing date for applications:	31 December 2021
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Honours
	Employment opportunities:	TBC
Cosmopolitan Shared Services (Pty) Ltd Property Development.	Industry:	Real Estate and Residential Construction.
	Website:	www.cosmopolitancareers.pnet.co.za/applicant/index.php
	Number of positions available:	10
	Medium for applications:	Website
	Closing date for applications:	30 September 2021
	Faculty recruitment:	College of Business and Economics, Faculty of Engineering and the Built Environment
	Graduate levels required:	National Higher Diploma / BTECH, Bachelor, Honours
	Employment opportunities:	Employment upon graduation, Work Integrated Learning
Convergence Partners Management (Pty) Ltd Convergence Partners, founded in 2006, is an investment management firm focused on the TMT sector in Africa. Convergence Partners has a proven track record of developing new investment opportunities as well as actively adding value to investments across the life cycle of ICT assets. As impact investors, Convergence Partners brings its skills, experience and capital to accelerate communications access and ICT infrastructure development on the Continent, focusing on initiatives that increase availability of communications, broadband services and new technology offerings to the people of Africa. Convergence Partners is a seasoned pan-African private equity player, experienced in developing businesses to deliver enhanced returns while underpinning Continental development.	Industry:	Private Equity
	Website:	www.convergencepartners.com
	Number of positions available:	1 per annum
	Medium for applications:	Website
	Closing date for applications:	31 July 2021
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Honours
	Employment opportunities:	Employment upon graduation

Dariel Software

Dariel is a dynamic software company and a community of passionate, self-driven technologists. We think outside the box and have a 100% track record of solving our clients' problems.

Dariel has a strong commitment to the future leaders of our industry, and offer a challenging and supportive environment that will encourage you to be the best that you can be.

Everything we do is guided by our 5 values: Always Delivering, Excellence, Passion, Ethics and Personal Growth.

Industry:	IT: Software Development
Website:	www.dariel.co.za/
Number of positions available:	15
Medium for applications:	Website
Closing date for applications:	30 September 2021
Faculty recruitment:	Faculty of Science
Graduate levels required:	Bachelor, Honours, Master's, Doctorate
Employment opportunities:	Employment upon graduation

Deloitte & Touché South Africa

Deloitte & Touché South Africa, one of Africa's leading professional services firms provides these services through nearly 3 800 people in 12 offices in South Africa and 17 cities in the Southern African member firms of Deloitte Touché Tohmatsu Limited.

Industry:	Accounting
Website:	www.joindeloitte.co.za/
Number of positions available:	180
Medium for applications:	Website
Closing date for applications:	31 December 2021
Faculty recruitment:	College of Business and Economics
Graduate levels required:	Bachelor, Honours
Employment opportunities:	Employment upon graduation, Vacation work

Decathlon South Africa Sports (Pty) Ltd

Decathlon S.A. is a French sporting goods retailer. With over 1647 stores in nearly 1000 cities in 57 countries and regions, it is the largest sporting goods retailer in the world.

Industry:	Retail
Website:	www.decathlon.co.za
Number of positions available:	20
Medium for applications:	Website
Closing date for applications:	TBC
Faculty recruitment:	College of Business Economics, Faculty of Health Sciences, Faculty of Science
Graduate levels required:	National Diploma, National Higher Diploma/BTECH, Bachelor
Employment opportunities:	Employment upon graduation, Employment during studies, Vacation work

E

ENSAfrica

With over 600 practitioners and more than 200 years of experience, ENSAfrica is Africa's largest law firm.

We provide legal and tax services across sub-Saharan Africa and are committed to ensuring work is done in the manner that best suits our client's needs.

We are an independent law firm, which means that, irrespective of where our clients have business interests across Africa, we will ensure that you receive consistent, high-quality services.

Industry:	Legal Services
Website:	www.ensafrica.com/
Number of positions available:	25
Medium for applications:	Website
Closing date for applications:	31 December 2021
Faculty recruitment:	Faculty of Law
Graduate levels required:	BA Law, BCom Law, LLB
Employment opportunities:	Articles of Clerkship, Vacation Programme

Entelect Software

ARE YOU PREPARED TO BECOME MORE? Like the naïve teenager who becomes the saviour of an entire galaxy, you too have the potential for greatness when you work with us at Entelect. Should you choose to start your journey with us, you are not only joining a leading software engineering company, you are becoming a part of something much bigger; where the possibilities are endless. Leave your fears behind and insecurities at the door, and bring the magic of you. LET'S GO FURTHER, LET'S BECOME MORE.

Industry:	ICT
Website:	www.culture.entelect.co.za/
Number of positions available:	70
Medium for applications:	Website
Closing date for applications:	1 November 2021
Faculty recruitment:	Faculty of Engineering and the Built Environment, Faculty of Science
Graduate levels required:	Bachelor, Honours, Master's
Employment opportunities:	Employment upon graduation

Eversheds Sutherland

A global full-service law firm who assists our clients seamlessly to do business in South Africa and across the globe.

Industry:	Legal Services
Website:	www.eversheds-sutherland.com
Number of positions available:	3
Medium for applications:	Website
Closing date for applications:	TBC
Faculty recruitment:	Faculty of Law
Graduate levels required:	LLB
Employment opportunities:	Articles of Clerkships, Vacation Programme

Ernst & Young Incorporated (EY) EY is the global professional services firm, considered one of the Big 4. We recruit graduates for Audit, Advisory, Tax and TAS.	Industry:	Accounting
	Website:	www.ey.com/en_gl
	Number of positions available:	200
	Medium for applications:	Website
	Closing date for applications:	31 December 2021
	Faculty recruitment:	College of Business and Economics, Faculty of Engineering and the Built Environment, Faculty of Health Sciences, Faculty of Science
	Graduate levels required:	Bachelor, Honours, Masters, Doctorate
	Employment opportunities:	Bursaries, Employment upon graduation, Internships, Vacation work

F

Fiduciary Institute of Southern Africa (FISA) A non-profit body that represents fiduciary professionals drawn partly from the financial planning, law and accounting fields. Our members draft wills, do estate planning, estate administration and trusts.	Industry:	Fiduciary/Financial Services
	Website:	www.fisa.net.za
	Number of positions available:	TBC
	Medium for applications:	Website
	Closing date for applications:	1 December 2021
	Faculty recruitment:	College of Business and Economics, Faculty of Law
	Graduate levels required:	Bachelor
	Employment opportunities:	TBC

FirstRand Bank Talented individuals who love challenges, are motivated to add value and have innovative ideas will always find a home at FirstRand. FirstRand is a leading African financial services business with brands well known for their entrepreneurship and innovation: FNB, RMB, WesBank and Ashburton Investments. Each of the brands is united by a shared philosophy and a unique owner manager culture that empowers and mandates teams to make a serious impact in the financial services field.	Industry:	Banking
	Website:	www.my4in1.com
	Number of positions available:	20
	Medium for applications:	Website
	Closing date for applications:	31 August 2021
	Faculty recruitment:	College of Business and Economics, Faculty of Engineering and the Built Environment, Faculty of Science
	Graduate levels required:	Honours, Master's
	Employment opportunities:	Bursaries, Employment upon graduation, Vacation work

FNB FNB is no ordinary Bank. It is Africa's strongest Banking brand. We are also a Telco and an Insurer and we never stop asking what next? As part of the FNB Graduate League, you will always keep learning; you will collaborate; work on projects; be part of industry-changing innovations and have an opportunity to make your mark in SA's coolest bank.	Industry:	Finance and Banking
	Website:	www.fnb.co.za
	Number of positions available:	100
	Medium for applications:	Website
	Closing date for applications:	31 August 2021
	Faculty recruitment:	Faculty of Engineering and the Built Environment, Faculty of Science
	Graduate levels required:	Bachelor
	Employment opportunities:	Employment upon graduation, Vacation work

G

Grant Thornton Grant Thornton is one of the world's leading organisations of independent assurance, tax and advisory firms. SNG Grant Thornton is the South African member firm of Grant Thornton International Ltd. We have progressed expeditiously in every aspect ever since our establishment in 1985. Our aim is to help dynamic organisations unlock their potential for growth by providing meaningful, forward-looking advice. Proactive teams led by our approachable partners, use insights, experience, and instinct to understand complex issues for privately owned, publicly listed and public sector clients and help them to find solutions.	Industry:	Audit
	Website:	www.grantthornton.co.za/
	Number of positions available:	200
	Medium for applications:	Website
	Closing date for applications:	30 July 2021
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	National Higher Diploma / BTECH, Bachelor, Honours, Master's
	Employment opportunities:	Bursaries, Employment upon graduation, Employment during studies

Howden

Originally founded by James Howden in Scotland as a marine engineering firm in 1854, Howden has grown and evolved into a global leader in manufacturing air and gas handling solutions. With the power of our engineering expertise and technology, our equipment plays an integral role within our customers' processes, which provide safe and reliable solutions that are both sustainable and efficient.

Howden supports multiple sectors including infrastructure, power generation, oil & gas, wastewater, metals, mining and transportation.

We work in partnership with our customers, wherever they are, to deliver sustainable and customised solutions. For over a century we have built a strong global network of experts that is formed from responsive local service and delivery teams, in more than 100 countries, who are familiar with local requirements and challenges. We are proud that our people and business are part of the communities in which we operate in.

Our mantra is 'revolving around you', something that has underpinned our business since it was established. Constantly improving our products and services according to our customers' needs, Howden has never stood still.

Industry:	Engineering / Manufacturing
Website:	www.howden.com/en-gb
Number of positions available:	1
Medium for applications:	Website
Closing date for applications:	31 December 2021
Faculty recruitment:	Faculty of Engineering & the Built Environment
Graduate levels required:	Bachelor
Employment opportunities:	Employment upon graduation

IQbusiness

IQ Business is the leading independent Management Consulting firm in South Africa.

At IQ Business we are redefining management consulting to be more responsive to our client challenges across strategy, people, process, technology, risk and accounting. Whether these challenges can be tackled by leveraging research from IQ Business and our partners, assigning IQ consulting teams to design and implement solutions, or contracting point expertise to fill a skills gap, we ensure our clients grow. We help them overcome their business difficulties, no matter what they are.

Industry:	Management Consulting
Website:	www.iqbusiness.net/
Number of positions available:	70
Medium for applications:	Website
Closing date for applications:	31 August 2021
Faculty recruitment:	Faculty of Art, Design and Architecture, Faculty of Engineering & the Built Environment, Faculty of Law, Faculty of Science
Graduate levels required:	National Higher Diploma / BTECH, Bachelor, Honours, Master's
Employment opportunities:	Internships

J

K

KPMG

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

Industry:	Audit Tax & Advisory
Website:	www.joinkpmg.co.za
Number of positions available:	350
Medium for applications:	Website
Closing date for applications:	31 December 2021
Faculty recruitment:	College of Business and Economics, Faculty of Science, Faculty of Engineering & the Built Environment
Graduate levels required:	Bachelor, Honours, Master's
Employment opportunities:	Employment upon graduation, Vacation work

L

Legal Aid South Africa

Legal Aid South Africa is an independent statutory body established by the Legal Aid Act 39 of 2014, as amended. The objects of Legal Aid South Africa are to:

- (a) render or make available legal aid and legal advice;
- (b) provide legal representation to persons at state expense; and
- (c) provide education and information concerning legal rights and obligations, as envisaged in the Constitution

Industry:

Legal Services

Website:

www.legal-aid.co.za

Number of positions available:

40

Medium for applications:

Website

Closing date for applications:

1 April 2022

Faculty recruitment:

Faculty of Law

Graduate levels required:

LLB

Employment opportunities:

Articles of Clerkship

M

MacRobert Attorneys

MacRobert Inc. is a legal firm based in Pretoria, with offices in the Cape Town and Durban regions. MacRobert specializes in all areas of law except Family and criminal law. When recruiting new candidates into our firm We look for individuals who possess the "Eish" factor, meaning; Enthusiastic - Interested - Smart and Hard working.

Industry:

Legal Services

Website:

www.macrobert.co.za

Number of positions available:

10

Medium for applications:

Website

Closing date for applications:

TBC

Faculty recruitment:

Faculty of Law

Graduate levels required:

BA Law, BCom Law, LLB

Employment opportunities:

Articles of Clerkships

N

Norton Rose Fulbright

Norton Rose Fulbright is a global law firm. We provide the world's preeminent corporations and financial institutions with a full business law service. We have more than 3500 lawyers and other legal staff based in more than 50 cities across Europe, the United States, Canada, Latin America, Asia, Australia, Africa, the Middle East and Central Asia.

Industry:

Legal Services

Website:

www.nortonrosefulbright.com/en-za

Number of positions available:

20

Medium for applications:

Website

Closing date for applications:

1 September 2022

Faculty recruitment:

Faculty of Law

Graduate levels required:

LLB

Employment opportunities:

Articles of Clerkship

Nedbank Nedbank's history traces back to the early 19th century with the establishment of the Cape of Good Hope Bank in 1831. Following successive branding and structural changes, from The Nederlandsche Bank voor Zuid-Africa to the Netherlands Bank of South Africa (NBSA), to Nedcor Group in the 1980s, Nedbank Group was formed in 2003. Today we have strategic alliances across the globe, and are proud of our reputation as one of the most transformed banks in South Africa.	Industry:	Financial Services
	Website:	www.nedbank.co.za
	Number of positions available:	14
	Medium for applications:	Website
	Closing date for applications:	TBC
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Honours
	Employment opportunities:	Employment upon graduation, Vacation Work

O

One Capital Advisory (Pty) Ltd One Capital is an independent advisory firm based in Johannesburg, focusing on the provision of independent, bespoke corporate and regulatory advisory services.	Industry:	Financial Services
	Website:	www.onecapital.co.za/
	Number of positions available:	4
	Medium for applications:	Website
	Closing date for applications:	31 July 2021
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Bachelor, Honours, Master's
	Employment opportunities:	Employment upon graduation

P

Phatshoane Henney Group of Associated Law Firms The Phatshoane Henney Group is South Africa's largest association of independent law firms. Member firms practice independently but in association. As a national network of law firms, the group is a unique and proudly South African first for the legal industry.	Industry:	Legal Services
	Website:	www.phfirms.co.za
	Number of positions available:	9
	Medium for applications:	Website
	Closing date for applications:	TBC
	Faculty recruitment:	Faculty of Law
	Graduate levels required:	BA Law, BCom Law, LLB
	Employment opportunities:	Articles of Clerkships, Vacation Programme

PKF South Africa The people within our network set us apart from our competitors and makes us unique. Together, we are a national family who fully embrace and live our values. At PKF, we bring the best in the world to family businesses everywhere. Owner managed and independent, we know what you need to know and understand how you feel. Through our national and international networks, we have the resources to service businesses of all sizes. We also know that every business is different. Our member firms tailor their services to meet each client's specific needs. Our clients acknowledge both our sound business judgment and our innovative application of specialist skills, where quality of delivery includes not just technical expertise but also personal attention and a pragmatic, cost-effective approach.	Industry:	Audit and Accounting
	Website:	www.pkf.co.za/
	Number of positions available:	Johannesburg: 25
	Medium for applications:	Website
	Closing date for applications:	29 October 2021
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Honours
	Employment opportunities:	Employment upon graduation, Vacation work
PricewaterhouseCoopers PricewaterhouseCoopers is a multinational professional services network of firms, operating as partnerships under the PwC brand. PwC ranks as the second-largest professional services network in the world and is considered one of the Big Four accounting firms.	Industry:	Accounting and Financial Services
	Website:	www.pwc.co.za
	Number of positions available:	200
	Medium for applications:	Website
	Closing date for applications:	9 September 2021
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Honours
	Employment opportunities:	Employment upon graduation



RSM South Africa Inc.

RSM is the 6th largest network of audit, tax and consulting firms in the world. We fall in the medium size category and have offices nationally in Cape Town and Johannesburg. RSM South Africa has a broad-based clientele which includes both local and international clients, of both a personal or 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:

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.

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.

Industry:	Audit, Tax and Consulting
Website:	www.rsm.global/southafrica
Number of positions available:	25
Medium for applications:	Website
Closing date for applications:	29 September 2020
Faculty recruitment:	College of Business and Economics
Graduate levels required:	Honours
Employment opportunities:	Learnships

The Southern African Institute for Business Accountants (SAIBA)

"Doing good is the reason we exist"

We believe in an open access model to the accounting profession.

We therefore oppose any form of oppression or exclusion from resources, statutory recognition, or access to jobs.

Industry:	Accounting & Finance
Website:	www.saiba.org.za
Number of positions available:	Unlimited
Medium for applications:	Website
Closing date for applications:	N/A
Faculty recruitment:	College of Business and Economics
Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor, Master
Employment opportunities:	TBC

South African National Space Agency

The South African National Space Agency (SANSA) came into being in December 2010, but South Africa's involvement with space research and activities started many decades earlier with helping early international space efforts in the second half of the 20th century, and observing the Earth's magnetic field at stations around Southern Africa.

Industry:	Engineering, Environmental, Geology, Physical Science
Website:	www.sansa.org.za/
Number of positions available:	TBC
Medium for applications:	Website
Closing date for applications:	31 October 2021
Faculty recruitment:	Faculty of Engineering and the Built Environment, Faculty of Science
Graduate levels required:	Honours, Master's, Doctorate
Employment opportunities:	Bursaries

Southern African Institute of Government Auditors

We are a professional body that amongst other things register Registered Government Auditors.

Industry:	Professional body of Accounting and Auditing
Website:	www.saiga.co.za
Number of positions available:	15
Medium for applications:	TBC
Closing date for applications:	Website
Faculty recruitment:	College of Business and Economics
Graduate levels required:	National Diploma, National Higher Diploma/BTECH, Bachelor
Employment opportunities:	TBC

South African Institute of Chartered Accountants

The South African Institute of Chartered Accountants (SAICA) is the foremost accountancy body in South Africa and one of the leading Institutes in the world.

Industry:	Accounting
Website:	www.saica.co.za
Number of positions available:	100
Medium for applications:	Website
Closing date for applications:	29 August 2021
Faculty recruitment:	College of Business and Economics
Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor
Employment opportunities:	TBC

T

Total

TotalEnergies is a major energy player, which produces and markets fuels, natural gas and low-carbon electricity. Our 100,000 employees are committed to better energy that is safer, more affordable, cleaner and accessible to as many people as possible. Active in more than 130 countries, our ambition is to become the responsible energy major.

Industry:	Petroleum
Website:	www.total.co.za
Number of positions available:	31
Medium for applications:	Website
Closing date for applications:	TBC
Faculty recruitment:	College of Business and Economics, Faculty of Engineering & the Built Environment, Faculty of Health Sciences, Faculty of Law
Graduate levels required:	Bachelor, Honours
Employment opportunities:	Internships

Truworths

Truworths has a dynamic business environment where our staff are constantly challenged to reinvent the way we do business in order to keep us at the forefront of the SA fashion industry. Walk through our stores or offices and you'll encounter an infectious love of fashion and a tangible will to succeed among our people, both of which are key to keeping us at least one step ahead of the competition. In the words of our CEO, Michael Mark, "The theme is simple...it's all about fashion."

Industry:	Retail
Website:	www.truworths.co.za
Number of positions available:	50
Medium for applications:	Website
Closing date for applications:	31 December 2021
Faculty recruitment:	Faculty of Art, Design and Architecture, College of Business and Economics
Graduate levels required:	National Diploma, National Higher Diploma / BTECH, Bachelor
Employment opportunities:	Employment upon graduation

Tuffias Sandberg Tuffias Sandberg has a respected reputation within the auditing field, focusing on external audit in the private sector across a range of industries. Our clients include companies, close corporations, trusts, partnerships and individuals; and through our association with Morison KSi we have an established global footprint.	Industry:	Accounting & Audit.
	Website:	www.tuffiassandberg.co.za
	Number of positions available:	25
	Medium for applications:	Website
	Closing date for applications:	31 December 2021
	Faculty recruitment:	College of Business and Economics
	Graduate levels required:	Honours
	Employment opportunities:	Learnerships

U

V

Werksmans Attorneys

Established in the early 1900s, Werksmans Attorneys is a leading South African corporate and commercial law firm serving multinationals, listed companies, financial institutions, entrepreneurs, individuals and government.

Operating in Gauteng and the Western Cape, and a member of the LEX Africa Alliance. The firm has a formidable track record in mergers & acquisitions, banking & finance, and commercial litigation & dispute resolution, we are distinguished by the people, clients and work that we attract and retain.

Our lawyers constitute a powerful team of independent-minded individuals who share a common passion and service ethos. A strong culture of teamwork and collaboration exists across the diverse skills base of our organisation. The people of Werksmans are invigorated, inspired beings.

Our culture is the framework around which we have built our coveted reputation as one of the oldest, most prestigious law firms in Africa. This reputation speaks to the calibre of corporate and commercial lawyers who make up the firm; many of whom are recognised as experts in their fields by their peers both locally and abroad.

We offer the following opportunities for law students:

Winter Vacation and Candidate Attorney (PVT) Programme – 1 February to 30 April

Summer Vacation and Candidate Attorney (PVT) Programme – 1 July to 30 September

Industry:	Legal Services
Website:	www.werksmans.com/graduates/
Number of positions available:	11
Medium for applications:	Website
Closing date for applications:	TBC
Faculty recruitment:	Faculty of Law
Graduate levels required:	BA Law, BCom Law, LLB
Employment opportunities:	Articles of Clerkships, Vacation Work



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Ready to go *where no bank has gone before?*

At FNB, you'll be stepping into a whole new world of firsts.

Our unique, collaborative culture is a first. Our game-changing thinking is a first. Our ground-breaking technology and analytics, as evidenced by our Global Data Anywhere Award for innovative optimisation, is a first. As Africa's Coolest Bank, for the eighth year running, we're making moves to build new solutions that build a better future. FNB Future League will run from **12 - 16 July 2021**. Five days that will change your life for the better. **Open to all graduates from every kind of degree.**

Future League Week applications close

11 June 2021

Apply to the FNB Graduate Programme

Applications from 03 May - 31 August 2021



www.fnbgrad.mobi