

Your Complete Job Readiness Guide

*South African
Job Readiness Guide*

Supported by

SA JOBS REGISTRY



“QALA UHAMBO LWAKHO”

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MESSAGE FROM SA JOB REGISTRY TEAM

The South African employment market offers many different opportunities for job seekers.

The key to these opportunities is access to reliable information and doing personal research to find out as much as you can about them.

This Guide provides useful information to help you understand the choices and how to pursue them in a methodical way that will yield results.

Join us on an exciting adventure as we guide you through everything you need to know to find a rewarding job.

The SA JOBS REGISTRY TEAM

NOVEMBER-2017

TABLE OF CONTENTS

	INTRODUCTION	7
Section 1	WORKING IN SOUTH AFRICA	9
	• The South African job market	9
	• SA newspapers which contain job advertisements	9
Section 2	SOUTH AFRICAN RECRUITMENT AGENCIES	11
Section 3	USEFUL WEB SITES	35
Section 4	JOB SEEKING SKILLS	37
	Your job-search strategy	37
	Your curriculum vitae (CV)	38
	Cover letters	48
	Interviews	52
	Assessment centres	58
	Negotiating the offer	61
Section 5	CAREER OPTIONS	65
	Choosing a career	65
	Career encyclopedia	66

INTRODUCTION

The changing world of work

Continuous and ongoing change

We are living in a world of continuous change and this impacts on the job opportunities available to you. Technology in particular has advanced dramatically and computer skills are now essential for jobseekers. The internet will be a very valuable tool to learn about the many different types of jobs and career opportunities.

So what does this mean for the jobseeker?

Adapting to change is essential and having a clear, proactive plan for your job-search will put you ahead of the majority.

Ongoing self-development and gaining new knowledge and skills are critical if you are to succeed in today's job market.

The process you should follow

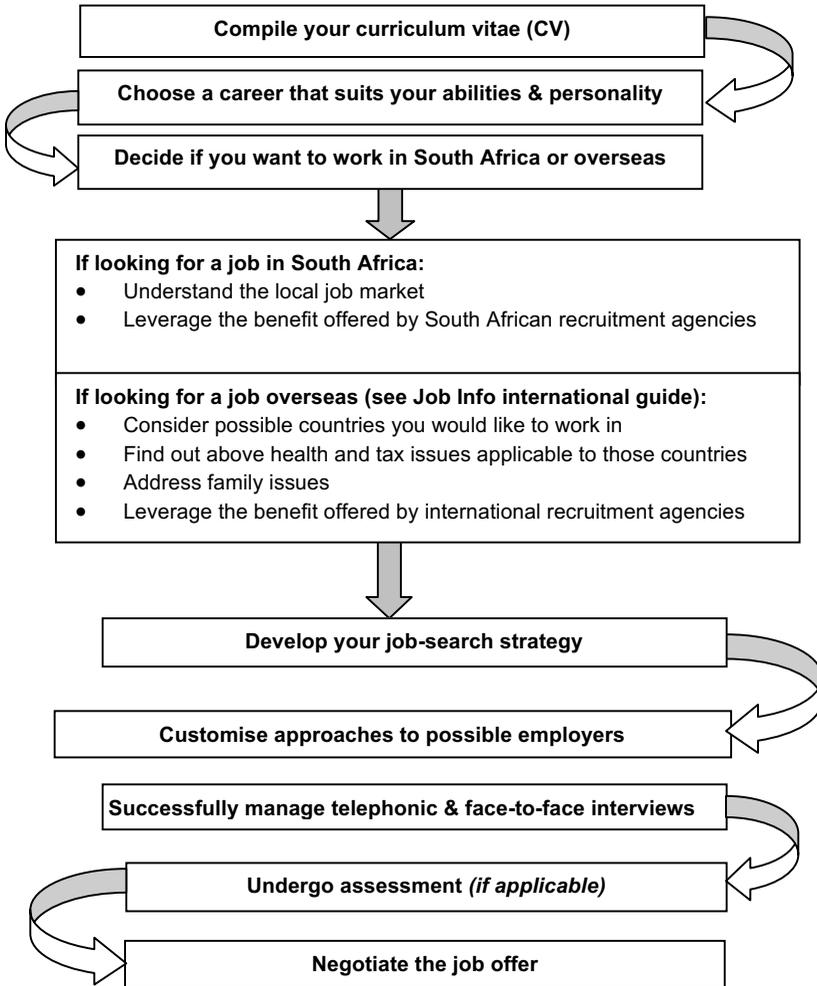


Diagram 1: A suggested job search process

SECTION 1 – WORKING IN SOUTH AFRICA

The South African job market

South Africa, the most advanced economy in Africa, is a popular employment destination, and offers exciting job opportunities in a variety of industries, particularly:

- Accounting and finance, including banking and insurance. There is a particular shortage of skilled professionals in the chartered accounting, insurance and auditing fields.
- Engineering, including the production of chemicals, iron, steel, metal products and machinery, as well the manufacture of electric machinery, motor vehicles and parts, textiles (sixth largest employer in manufacturing industry) and paper products.
- Human Resources, underpinned by the Government's National Skills Development Strategy.
- Information Technology, including telecommunications.
- Mining, a fundamental component of the local economy.
- Sales and marketing, including advertising.
- Tourism.

South African newspapers which contain job advertisements

- Cape Argus (www.capeargus.co.za)
- Cape Times (www.capetimes.co.za)
- Daily News (www.dailynews.co.za)
- Pretoria News (www.pretorianews.co.za)
- Star (www.thestar.co.za)
- Sunday Times (www.sundaytimes.co.za)
- Junk Mail (www.junkmail.co.za)

Recruitment agencies in South Africa

Although there are hundreds of recruitment agencies in South Africa, we only recommend those who are registered with the Federation of African Professional Staffing Organisations (APSO).

APSO represents its members in their dealings with Government and other stakeholders and promotes and ensures, for the benefit of both work seekers and clients, adherence to high ethical standard of business.

The benefits of using an APSO member when looking for a job include:

- APSO members adhere to a strict Code of Ethics and the Ethics Committee will investigate each and every Ethics issue that is brought to our attention.
- It is compulsory for all APSO members and their consultants to write the APSO Entrance exam therefore ensuring clients and candidates that they are dealing with well trained, informed and capable consultants.
- APSO members are kept up to date on any new labour legislation, which affects the recruitment industry via the APSO National Office.
- APSO conducts monthly workshops, which are attended by APSO members and corporate clients.

SECTION 2 – SOUTH AFRICAN RECRUITMENT AGENCIES

A comprehensive list of recruitment agencies can be found on the internet and some links are provided;

http://www.expatica.com/za/listings/employment/recruitment-agencies_452391.html

<http://www.rainbownation.com/directory/index.asp?CatID=139>

It is crucial for a work seeker to ensure that they are dealing with a verified and legal recruitment company.

Job scams are rife in South Africa and work-seekers should approach job opportunities with caution. Here are a few guidelines to ensure that you are not a victim of a job scam.

- **Jobs won't just land in your lap**
When looking for candidates, recruiters will either post the vacancies on their own website or an online job portal. The position may also appear on the employing company's website. You will not receive a job offer from a recruiter unless your CV is on their database and you have been interviewed by them and the client they represent.
- **Verify that the recruitment agency exists**
You can do this by checking for an official website. If they do not have one, or it does not have contact details, then you should be cautious.

In addition to looking at the company's website, you should do both online and offline research about the organisation. For instance, you could check to see if their phone number is listed in the Yellow Pages and assess whether the company is authorised to trade in South Africa by checking the VAT number.

- **Avoid agencies or companies that use free email accounts**
Those that correspond from accounts such as Yahoo, Hotmail or Gmail are likely to be scammers. Genuine job-related emails will be sent from corporate email accounts.
- **Do not pay any money**
Never pay a recruitment agency to be listed on their database, or because they promise you a job.
- **Never share photos or personal information**
Never include a photo of yourself unless it is an important feature of your industry such as in modelling. How you look is not relevant to your qualifications for the position.

You also should also not divulge your ID number, home address or salary until you have confirmed the company's authenticity.

It is imperative that you do not disclose your personal banking details during the recruitment process unless you have been hired and are making arrangements for your payment and tax deductions.

- **If it sounds too good to be true, it probably is**
All an agency can do is consider you for a potential vacancy, promote you to the client and hopefully secure an interview during which you can sell yourself.

Be extremely cautious if they guarantee a job.

SECTION 3 – USEFUL WEBSITES

www.careerjet.co.za

Provides local and international vacancies, as well as CV and career advice.

www.careerjunction.co.za

www.careers24.com

Submit your CV online and search for various jobs.

www.employsa.co.za

This website allows you to register your CV online.

www.jobcafe.co.za

This is a great website for those seeking employment in IT.

www.jobvine.co.za

www.jobmail.co.za

Allows job seekers to search and submit CV's online.

www.sajobs.co.za

A useful website which lists jobs required and jobs on offer.

www.jobs.co.za

Online job posting as well as career information for job seekers.

www.pnet.co.za

Allows job seekers to search for jobs online using filtering criteria.

www.indeed.co.za

If you are looking for temporary work, check out this website.

www.thejobportal.co.za

A comprehensive career portal.

www.jobin.co.za

Social Media

If you are on Facebook or any social media platforms, search for job groups within these platforms.

SECTION 4 – JOB SEEKING SKILLS

A) Developing your job-search strategy

Job seekers often send their CV to as many companies as possible in the hope of getting an interview. Unfortunately, this approach is usually not successful.

A much better approach is to identify companies you'd like to work for, find out who's doing the hiring and then make contact in a determined but pleasant manner with that person.

The key to attracting the hiring manager's attention depends on your ability to demonstrate your knowledge of the company and industry and how you can add value. Ensure that you have researched the company effectively by visiting their website for useful information.

B) Your curriculum vitae (CV)

What is a CV?

A CV is a summary of your personal history, education, work experience, achievements, abilities and career aspirations. It is a marketing tool to sell your skills and qualities to a prospective employer. Your CV must be targeted to the company you approach.

The importance of a CV

A CV is a tool to sell your skills and distinguish yourself from other applicants. Employers insist on seeing a CV before they grant interviews.

Important guidelines for compiling a CV

- Ensure your CV is typed.
- Never print your CV on coloured paper or with colour ink - keep it plain.
- Include a personal profile and explain your career objectives. If this is done well you will differentiate yourself from the competition.

- The information included in the CV should be specific, focused and relevant to the job you are applying for.

-

Your CV:

- Include examples of achievements or success.
- Should not be too long.
- The work experience should start with the most recent position.
- The layout of your CV must be easy to read quickly.
- Avoid abbreviations, poor grammar and spelling mistakes.

Compiling a professional CV

The professional presentation of a CV will help make the right impression on a potential employer and get you an interview. There are specific aspects that it must cover.

1. The Cover Page

Your CV should contain a cover page that includes your full name, Contact Details, Executive Summary and Career Objectives.

i. Executive Summary

Provide a brief overview of yourself. This section should be in bullet form with no more than 6 points. These should be short and to the point.

Examples are listed below:

- Enthusiastic, self-motivated and hardworking.
- Thorough in my approach to work, I am a quick learner and eager to take on new challenges.
- My studies have taught me how to cope well with pressure and my commitment is evident in the results I produce.
- I have learnt how to initiate action and solve problems, with an emphasis on being thorough and practical.
- I am innovative with a proven ability to adapt well to change.

ii. Career objectives

This section should also be in bullet form with no more than 6 points.

Examples are listed below:

- To secure a position in the financial field as this will allow me to apply the knowledge I acquired through my university studies.
- To pursue a career in Investments.
- To secure a position in Sales Management where I can add value by leading and motivating a sales team to achieve exceptional results.
- To work in an educational institution where I can pursue my goal of a career in specialised education of children with learning problems.
- To apply the security experience and skills I have acquired to date.

2. Personal Details

Only include the following personal details in your CV:

- Name and surname.
- Address.
- Contact numbers.
- Nationality.
- Home language.
- Other languages.
- Indicate whether you have a drivers' license or not.
- If applying for an overseas job, indicate if you have a work permit.

3. Education

Always provide details of your education from the most recent studies backwards. Include all of your qualifications showing where you studied, the specific degree or course and the date of completion.

Include details of awards or achievements received whilst studying.

4. Work Experience

A CV should always include some information about your previous work experience, even if you only have done part-time or vacation work. Provide details of your most recent employment and then work backwards.

Once again, include details of your achievements during your employment.

5. Additional Information

Under this section, you can include any other information that is relevant. For example, your computer skills, training courses attended and personal achievements.

6. References

Give names and contact numbers of at least two referees. Make sure they know you have given them as referees.

Example of a CV

The next pages include an example of a CV, for your guidance.

John Dlamini:

Curriculum Vitae

EXECUTIVE SUMMARY

- Enthusiastic, self-motivated and hardworking.
- I have a high level of integrity.
- Thorough in my approach to work, I am a quick learner and eager to take on new challenges.
- My studies have taught me how to cope well with pressure and my commitment is evident in the results I produce.

CAREER OBJECTIVES

- To secure a position in the financial field as this will allow me to practically apply the broad knowledge that I have acquired through my university studies.
- To pursue a career with a main focus on Investments.
- To secure a position in Sales Management where I can add value by leading and motivating a sales team to achieve exceptional results.

PERSONAL DETAILS

NAME & SURNAME: Joe Bloggs

ADDRESS: 25 Harraway Street
Links Lane
2144

TELEPHONE NUMBERS: Home (+271) 333 9988
Mobile (+2782) 113 3333

NATIONALITY: South African

HOME LANGUAGE: English

DRIVER'S LICENCE: Yes (Code 08)

EDUCATION

Post Graduate Education

QUALIFICATION: Postgraduate Diploma in Marketing

PERIOD: 2000

INSTITUTION: AAA School of Advertising

ACHIEVEMENTS/AWARDS:

- Graduated with honours.

Tertiary Education

QUALIFICATION: Bachelor of Commerce Degree

PERIOD: 1997-1999

INSTITUTION: University of the Witwatersrand

MAJORS: Accountancy and Business Economics

ACHIEVEMENTS/AWARDS:

- Awarded the prize for the best Consumer Behaviour III student, 1999.
- Bursary awarded by UNISA for coming the top 10% of B.Comm students, 1998.

Secondary Education

QUALIFICATION:	Matric (Senior Certificate)
PERIOD:	1992-1996
INSTITUTION:	The High School, Johannesburg
SUBJECTS:	English (distinction), Afrikaans, Maths (distinction), Accountancy, History and Business Economics

ACHIEVEMENTS/AWARDS:

- Elected as Head Prefect in 1996.
- Elected as Junior City Counsellor.

WORK EXPERIENCE

Full time employment

ORGANISATION:	XYZ Communications
TYPE OF BUSINESS:	Independent Media Company
PERIOD:	Feb 2003 to present date
POSITION:	Researcher
REPORTING TO:	Research Manager
KEY RESPONSIBILITIES:	<ul style="list-style-type: none">- Analysis of top 10 TV programmes aired by broadcasting company- Media Notes for clients- Market Analyses and project forecasts- Computer Backups
MAJOR ACHIEVEMENTS:	<ul style="list-style-type: none">- Set up an access library which saved my company more than R10,000

ORGANISATION:	XYZ Corporation
TYPE OF BUSINESS:	Independent Media Company
PERIOD:	2001 to Jan 2003
POSITION:	Media buyer
KEY RESPONSIBILITIES:	<ul style="list-style-type: none">- Buying media space- Checking that planner has not over/under spent with each campaign- Sourcing advertisers within the corporate market- Establishing relationships with media owners
MAJOR ACHIEVEMENTS:	<ul style="list-style-type: none">- Identified discrepancies on a major contract, saved my company R50 000.

Part-time employment

ORGANISATION: XYZ agencies
TYPE OF BUSINESS: Advertising Agency
PERIOD: Oct 2000 to Dec 2000
POSITION: Student
KEY RESPONSIBILITIES:
- Developing adverts in conjunction with creative team
- Conducting research on the Internet

ORGANISATION: Edgars Department Store
TYPE OF BUSINESS: Retail
PERIOD: Dec 1997 and Dec 1998
POSITION: Cashier
KEY RESPONSIBILITIES:
- Balancing till and cashing up.

ADDITIONAL INFORMATION

Computer Skills

- Windows '98
- Microsoft Word '97 (introductory)
- Email and internet

Membership of Professional Bodies

- Member of the South African Institute of Marketers

REFERENCES

Please note that written references are available & will be provided on request.

CV Cover Letters

We do not recommend the use of Covering Letters. They take the focus off the CV and applicants tend to concentrate on the covering letter, including rich details that should rather be in the CV.

A better approach is to write your CV in a way that appeals to the company to which you are applying. Pay particular attention to the Executive Summary and Career Objectives on the cover page. Make sure that you write these in a way that grabs the attention of the reader.

Address your CV to a person by name

When you make an application your CV should be addressed to a specific individual. This is normally the person who will be making the hiring decision. Phone the target company and find out the name and title of the relevant person. Don't forget to ask for the correct spelling of their name. When you phone, you need not say that you are looking for a job. Say that you have some information to send and that you want to make sure it gets into the hands of the right person.

You may be responding to an advertisement for a job vacancy where the employer asks for specific qualifications or skills such as “degree in Business Administration” or “familiarity with Microsoft Word”. If you have such qualifications or skills, be sure to include this information in your CV, preferably in the Executive Summary.

Don't be scared to take a few risks in describing what you believe you could do for the employer.

Interviews

TELEPHONE INTERVIEWS

After you have sent in your CV, the company may do a “telephone interview”.

The telephone interview is a make-or-break opportunity, and it is important that you make a good impression. How well you make your case over the phone will determine further interest in you as a candidate.

How to prepare for a telephone interview

Make sure you agree to a mutually convenient time when you will be free of distractions so that you can give your undivided attention to the interviewer.

Before the actual interview, it will be useful to know the topics to be covered and the basic information regarding the position to be discussed. It also helps to practice. Try to think as the employer. What important information is the interviewer looking for? What questions is he/she likely to ask?

People conducting phone interviews sometimes use situation analysis; i.e. asking how you reacted in a particular situation at work, university or school. There is no set way to prepare for these questions but what you can do is: know your achievements and strengths.

Finally, you should keep handy

- A copy of the version of the CV sent to the interviewer.
- Notepad and pen that works.
- Five or six carefully worded questions.
- Notes from your research on the company.

FACE-TO-FACE INTERVIEWS

Visual impact

The visual impact you make comes from personal appearance, body language, and the manner in which you project yourself. Every organisation will have a dress code. Find out what it is so that you can dress appropriately. If in doubt err on the professional side. The following are suggestions that may be useful:

Men

- It is preferable to wear dark colours.
- Do not wear a tie with a short sleeve shirt, or with jeans.
- Jewelry should be limited to the basics such as a wedding ring and a watch.
- If you have long hair, it should be tied back.

Women

- Jewelry should be limited to the basics such as a wedding ring and a watch.
- Keep your make-up simple.
- Business attire can include: trousers, blouse, skirts, jackets, and a dress.
- It's important that clothing is not too revealing.

Men and women

- Pay attention to finer grooming details - shoes should be clean. All clothing should be free of dirt and marks.
- Nails and hair should be neat and clean.

What to take to an interview:

What you carry is important - to create a professional impression, carry a folder. Also, don't forget to bring the following with you to the interview (you could put these things into the folder):

- Pen, and a note pad.
- A copy of your CV.
- A copy of your reference list.

- Copies of written references.
- Certified copies of diplomas, degrees and certificates.
- Certified copy of your ID.

Behavioural-based interviews

A common approach in many organizations today is to use behavioural-based interviews. This approach is based on how you behaved in previous circumstances similar to those that you will face in your new job. For example, “Tell me about a time when you had to deal with a difficult customer. What did you do? What was the outcome?”

Rules for a successful interview

1. Never arrive late

If you arrive late, you will put yourself at a disadvantage before the interview has begun. Always make sure that you give yourself enough time to get to the interview. If possible, arrive ten minutes early.

2. Be aware of your physical appearance

In order to portray a successful image, you should make a special effort in deciding what to wear and in your grooming.

3. Present a positive attitude

Preparation for the interview will undoubtedly give you self-confidence. Have faith in yourself as a person.

4. Relax and smile

Smile when you introduce yourself to the interviewer, and do not forget to shake hands.

5. Show that you are knowledgeable about the company and its operations

Interviewers favour someone who made an effort to research the company.

6. Listen attentively

Maintain eye contact with the interviewer, Sit upright in your chair, leaning slightly forward. Don't slouch good posture is important for good listening.

7. Show enthusiasm

Enthusiasm adds "life" to any personality and is a vital ingredient to success.

8. Don't complain about previous employers

This will create a negative impression of you.

9. Don't talk too much

Allow the interviewer to control the interview.

10. Never discuss benefits or salary in a first interview.

The time for discussing this will come if they want to make you an offer.

Practising for your interview

Rehearsal for an interview is mostly about building confidence and becoming familiar with expressing yourself effectively in an interview situation. You may know exactly how you want to conduct yourself in the interview but due to the stress involved, it is difficult to feel relaxed enough to behave normally.

When you answer a question, give an honest answer that speaks your own mind. Never give an answer that is based on what you think they would like to hear.

- a. Make sure you have eye contact with the interviewer.
- b. Be Brief.
- c. Stick to the point.
- d. Give actual examples to support what you say.

If you do not understand or hear a question properly, don't panic. Simply ask the interviewer to repeat the question. It is better to do this than to guess at what was said and make a mistake.

If the interviewer asks you a question and your mind goes blank, breathe deeply and play for time by saying: "That's an interesting question". This

allows you a few extra seconds to gather your thoughts. If you are really stuck, ask if you can return to that question later in the interview.

Sometimes you are faced with a question that you cannot answer. If you cannot think of anything to say on a subject, explain so simply and without being embarrassed.

Attend an assessment center (by Candice Silverstone) – additional edits APSO

Introduction

After the interview process, you may be required to attend an Assessment Centre.

Assessments have grown in popularity as they provide employers with an increased chance of accurately understanding and forecasting the candidate's suitability for the job.

Assessment Centres

Typically assessments are made up of *psychometric* tests (question/answer type instruments such as personality assessments) as well as *competency-based* tools (simulations or individual exercises, designed to be as similar to the working environment as possible).

Other exercises typically included in Assessment Centre's include:

- Cognitive tests – tests that assess mental ability, such as analysis, logical reasoning and learning potential.
- Personality, values, motives and interests tests - informs an individual's potential strengths, weaknesses, motivation and preferences in terms of personal style in particular situations. These tests are particularly important in terms of culture fit with a prospective employer.
- Written / verbal exercises – these simulations involve a review of information (such as a case study or a pack of information) that resembles that of the working context.
- Interpersonal role plays - these exercises take the form of a role play, during which the candidate is placed in a role similar to the working

environment (for example a manager, colleague or sales person). These exercises typically assess the candidate's interpersonal skills.

Assessment Administration

Assessments vary in time and content. Assessments can vary from one hour to a full day. Some companies even allow prior preparation for the assessment with one or two days in advance.

Each exercise within the assessment centre is typically be preceded by instructions and a general overview outlining the purpose and process of the assessment, often given by a qualified psychologist or psychometrist. Should this not be communicated, the candidate is entitled to ask about the way forward ie. the feedback process and when a decision is likely to be communicated.

Tips for assessments

- Generally it is not possible to prepare for an assessment. You should bear in mind that an adjustment of your natural behaviour can detected by scoring mechanisms that are designed to pick up such inconsistencies. The main tip is therefore to act naturally!
- There are no right or wrong answers for assessments. The best advice is to answer intuitively, ie with the answer that comes to mind.
- Finally, just relax and enjoy the experience. .

Negotiating the Offer

An employer may offer you a “total cost to company package”. This means the total ‘all-in’ amount that the company is offering The important thing is to understand what this means to you in terms of medical aid, provident fund, housing allowance, travel allowance, education benefit and so on. Also, know what your take-home pay will be.

If the offer isn't quite what you expected, you should try and negotiate something higher. This is the time to negotiate. You can't do it after you start.

SECTION 5 – CAREER OPTIONS

Choosing a career

Career choices are more difficult today than at any time in history, mainly because there is infinitely more to choose from.

Choosing a career generally involves four steps:

1. Self Awareness

Begin your career search by sorting out your values and writing them down as clearly as you can. Self awareness involves assessing your own skills, values, interests and personality and analysing what your strengths and weaknesses are, as well as the kind of working environment you prefer.

2. Opportunity Awareness

Once you have done your self-analysis, gather information about the opportunities available to you. For example, if you want to become a doctor, you will need to go to university to qualify in your field.

3. Decision Making

Once you have an idea as to where your interests and strengths lie and what opportunities exist out there, it is time to make decisions.

4. Taking Action

This is the final step in the career planning process and it involves finding out about employers that offer the types of jobs you are interested in, finding out about where to find job vacancies, applying for jobs, and going through the job seeking process explained in Section 2 of this guide.

Remember that there is no substitute for experience. Accept a job in the field or industry you are interested in and see for yourself if it's really all you thought it would be. Also, try get as much and as varied experience as you can. If you're committed to finding out about a certain career, you may want to consider volunteering in order to gain work experience. That way, you'll be able to test out whether it fits your values and preferences. If you aren't getting paid to do it, chances are you won't stay with it unless you like it!

A final issue to bear in mind is that you need to be willing to change and adapt as you embark on your career journey.

Career encyclopedia

In closing, we set out below an overview of more than 70 career options available to you.

Your Complete Job Readiness Guide

Field	Career Options Within Field	Contact for more information
Accountancy	<ul style="list-style-type: none"> • Chartered Accountant • Chartered Secretary • Commercial & Financial Accountant • Management Accountant 	<ol style="list-style-type: none"> 1. SA Institute of Chartered Accountants Tel. 0861 0724 22 2. SA Institute of Chartered Secretaries & Administrators Tel. (011) 551 4000 3. SA Institute for Commercial & Financial Accountants Tel. (011) 486 0283 4. Chartered Institute for Management Accountants Tel. (011) 880 4767 5. Chartered Association of Certified Accountants Tel. 0860 021 010/ (011) 217 2288 6. Institute of Internal Auditors of SA Tel. (011) 450 1040
Actuarial Science	<ul style="list-style-type: none"> • Actuary 	<ol style="list-style-type: none"> 7. Actuarial Society of SA Tel. (021) 509 5242/5951
Advertising	<ul style="list-style-type: none"> • Account Manager • Copywriter • Creative Team eg. Art Director, Graphic Designer • Market Researcher • Media Buyer/Planner 	<ol style="list-style-type: none"> 8. AAA School of Advertising Tel. (021) 422 1800/ (011) 781 2772 9. SA Advertising Research Foundation Tel. (012) 473 0000 10. Advertising Standards Authority of SA Tel. (011) 781 2006
Architecture	<ul style="list-style-type: none"> • Architect 	<ol style="list-style-type: none"> 11. SA Institute of Architects

Field	Career Options Within Field	Contact for more information
		Tel. (011) 782 1315 12. SA Council for Architecture Tel. (011) 479 5000
Astronomy	<ul style="list-style-type: none"> • Astronomer 	13. SA Astronomical Observatory Tel. (021) 447 0025
Auctioneering	<ul style="list-style-type: none"> • Auctioneer 	14. SA Institute of Auctioneers Tel. (021) 813 6342
Auditing	<ul style="list-style-type: none"> • Auditor 	15. Audit firms such as Deloitte, KPMG and PricewaterhouseCoopers 16. Public Accountants' and Auditors' Board Tel. 087 940 8800
Aviation	<ul style="list-style-type: none"> • Aeronautical Engineer • Aircraft Maintenance • Air Traffic Controller • Aviation Safety • Cabin Crew / Flight Attendants • Flight Engineer • Flight Navigator • Ground Handling & Emergency Services • Passenger & Freight Services • Pilot 	17. Airline Pilots' Association of SA Tel. (011) 394 5310 18. Airports Company Tel. (011) 723 1400 19. Association of Aviation Maintenance Organisations Tel. (011) 659 2345/8 20. Engineering Council of SA Tel. (011) 607 9500 21. Helicopter Association of SA Tel. (011) 805 0680 22. Institute for Aviation Safety Tel. (011) 024 5446/082 211 7866 23. SAA: Cadet Pilot Recruitment Tel. (011) 978 5517 24. SAA: Technical Tel. (011) 978 9007

Field	Career Options Within Field	Contact for more information
		25. SA Institute for Aeronautical Engineers Tel. (012) 808 1359
Baking & Confectionery	<ul style="list-style-type: none"> • Baker • Bakery Technologist • Confectioner 	26. SA Chamber of Baking Tel. (012) 662 5113
Bookkeeping	<ul style="list-style-type: none"> • Bookkeeper 	27. Institute of Certified Bookkeepers Tel. (012) 659 1300
Building	<ul style="list-style-type: none"> • Artisan • Builder 	28. Building Industries Federation of SA Tel. (011) 205 9000
Carpentry	<ul style="list-style-type: none"> • Cabinet Maker • Carpenter 	29. Building Industries Federation of SA Tel. (011) 205 9000
Cartography (producing maps)	<ul style="list-style-type: none"> • Cartographer 	30. Registrar, Cape Technikon Tel. (021) 460 - 3911
Catering	<ul style="list-style-type: none"> • Caterer 	31. Culinary Academy Tel. (021) 875 5952
Chemistry	<ul style="list-style-type: none"> • Chemist 	32. Information, Resources, Chemical & Allied Industries Association Tel. (011) 482 1671
Child Care	<ul style="list-style-type: none"> • Au Pair 	33. Up & Away Employment Abroad Tel. (021) 883 9802
Clothing	<ul style="list-style-type: none"> • Clothing Production Management • Fashion Designer 	34. Clothing Industries Training Board Tel. (011) 402 2737
Computer	<ul style="list-style-type: none"> • Desktop Publisher 	35. Media Advertising Publishing Printing &

Field	Career Options Within Field	Contact for more information
Graphics	<ul style="list-style-type: none"> • 3D Graphics Animator • Web Page Designer 	Packaging SETA Tel. (011) 403 1700
Cosmetology	<ul style="list-style-type: none"> • Beauty Therapist • Hairdresser • Make-Up Artist 	36. SA Health Association of Health & Skincare Professionals (SAAHSP) Tel. (011) 675 6518
Dentistry	<ul style="list-style-type: none"> • Dental Assistant • Dental Technician • Dentist • Oral Hygienist 	37. SA Dental Association Tel. (012) 342 4134 38. Oral Hygienist's Association of SA Tel. (011) 484 5244 39. SA Dental Technician's Council Tel. (012) 342 4230
Dietetics	<ul style="list-style-type: none"> • Dietician • Nutritionist 	40. Health Professions Council of SA Tel: (012) 328 6680
Diving	<ul style="list-style-type: none"> • Oil Rigs • Pipelines • Shipping 	
Draughting	<ul style="list-style-type: none"> • Draughtsman 	41. SA Institute of Draughtsmen Tel. (021) 975 5191 42. Academy of Draughting Tel. (021) 0000 462 43. Employment Centre for Draughtsmen Tel. (011) 782 0429

Field	Career Options Within Field	Contact for more information
Economics	<ul style="list-style-type: none"> • Economist 	44. Department of economics at universities across South Africa
Education	<ul style="list-style-type: none"> • Lecturer • Teacher • Trainer 	45. Education Training and Development Practices SETA Tel. (012) 751 2290/ (012) 751 4025
Electrical	<ul style="list-style-type: none"> • Electrician 	46. Electrical Contracting Industries Training Board Tel. (011) 392 0040
Emergency Services	<ul style="list-style-type: none"> • Fire Fighter • Paramedic 	47. SA Emergency Services Institute Tel. (011) 660 5672
Engineering	<ul style="list-style-type: none"> • Aeronautical Engineer • Agricultural Engineer • Biomedical Engineer • Chemical Engineer • Civil Engineer • Electrical Engineer • Engineering Technician • Industrial Engineer • Mechanical Engineer • Metallurgical Engineer • Mining Engineer 	48. Aeronautical Society of South Africa Engineers Tel. (012) 841 4953 49. Institution of Certified Mechanical & Electrical Engineers of SA Tel. (011) 615 4304 50. SA Association of Consulting Engineers Tel. (011) 463 2022 51. SA Federation of Civil Engineering Contractors Tel. (011) 450 1700 52. SA Institute of Electrical Engineers Tel. (011) 487 3003 53. SA Institution of Chemical engineers Tel. (011) 704 5915 54. SA Institute of Industrial Engineers

Field	Career Options Within Field	Contact for more information
		<p><i>www.saiie.co.za</i></p> <p>55. SA Institution of Mechanical Engineering <i>www.saimeche.org.za</i></p>
Entertainment	<ul style="list-style-type: none"> • Actor • Costume Designer • Director • Lighting Technician • Producer • Set Designer • Sound Technician 	
Real Estate	<ul style="list-style-type: none"> • Estate Agent 	<p>56. Estate Agents' Board Tel 087 285 3222</p> <p>57. Institute of Estate Agents Tel. (011) 431 4107</p>
Financial Services	<ul style="list-style-type: none"> • Banker • Insurance Broker • Merchant Banker • Underwriter 	<p>58. Banking SETA Tel. (011) 805 9661 Call Centre: 0861 020 002</p> <p>59. Financial & Accounting Services SETA Tel: (011) 476 8570</p> <p>60. Banking Council of SA Tel. (011) 370 3500</p> <p>61. Financial Services Board Tel. (012) 428 8000</p> <p>62. SA Insurance Association Tel. (011) 726 5381</p>
Fitness	<ul style="list-style-type: none"> • Aerobics Instructor • Fitness Instructor 	<p>63. Services SETA Tel. (011) 276 9600</p>

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	<ul style="list-style-type: none"> • Personal Trainer 	
Furniture	<ul style="list-style-type: none"> • Cabinet Maker • Frame Maker • Polisher • Upholsterer • Wood Carver • Wood Machinist 	64. Furniture Industries Training Board Tel. (011) 334 1894
Geography	<ul style="list-style-type: none"> • Cartographer (makes maps) 	65. Society of SA Geographers Tel. (051) 401 2184
Geology	<ul style="list-style-type: none"> • Exploration Geologist • Mineralogist • Mining Geologist • Research Geologist 	66. Geological Society of SA Tel. (011) 492 3370
Holistic Medicine	<ul style="list-style-type: none"> • Chiropractor • Homeopath • Reflexologist 	67. Chiropractic Association of SA Tel. (058) 303 4571 68. International Institute of Reflexology Tel. (021) 761 7558
Hospitality	<ul style="list-style-type: none"> • Assistant Chef • Banqueting Manager • Executive Chef • Executive Housekeeper 	69. Tourism & Hospitality (CSTH SETA) Tel. (011) 803 6010 Call Centre: 0860 100 221

Field	Career Options Within Field	Contact for more information
	<ul style="list-style-type: none"> • Food And Beverage Manager • Receptionist • Restaurant Manager • Rooms Division Manager • Waiter • Wine Steward 	
Human Resources	<ul style="list-style-type: none"> • Human Resources Manager • Human Resources Systems Specialist • Labour Relations Specialist • Payroll Administration • Trainer 	<p>70. Institute of People Management Tel. (011) 482 3346</p> <p>71. The SA Board for People Practices Tel. (011) 045 5400</p>
Interior Design	<ul style="list-style-type: none"> • Interior Designer 	<p>72. SA Guild of Interior Designers</p>
Information Technology	<ul style="list-style-type: none"> • Database Designer • Desktop Support Specialist • Programmer • Software Engineer • Systems Maintenance Technician • Web Designer 	<p>73. Computer Society of SA Tel. (011) 315 1319</p> <p>74. Information Systems Electronics & Telecommunication Technologies Training Authority Tel. (011) 805 5115</p> <p>75. Information Technology Association of SA Tel. (010) 203 9003</p> <p>76. SA Communications Forum Tel. (011) 807 3294</p>

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Jewellery	<ul style="list-style-type: none"> • Diamond Dealer • Diamond Manufacturer • Manufacturing Jeweller 	77. Jewellery Council of SA Tel. (011) 484 5528
Journalism	<ul style="list-style-type: none"> • Journalist • Reporter 	78. Media Advertising Publishing Printing & Packaging SETA Tel. (011) 234 2311 79. Institute For The Advancement of Journalism Tel. (011) 484 1765
Landscape Architecture	<ul style="list-style-type: none"> • Landscape Architect 	80. Institute of Landscape Architecture Tel. (011) 792 4828
Law	<ul style="list-style-type: none"> • Advocate • Attorney • Magistrate • Paralegal 	81. Cape Law Society Tel. (021) 443 6700 82. Law Society of the northern provinces Tel. (012) 338 5800 83. KZN Law Society Tel. (033) 345 1304 84. Free State Law Society Tel. (051) 47 3237
Management Consulting	<ul style="list-style-type: none"> • Management Consultant 	85. Firms such as Deloitte, McKinsey, Accenture, PricewaterhouseCoopers
Marketing & Sales	<ul style="list-style-type: none"> • Marketing Manager • Market Researcher • Sales person 	86. Institute of Marketing Management Tel. 0861 362 362 87. Association of Marketers Tel. (011) 259 9010 88. Professional Sales Association Tel. (011) 2330 5067
Medical	<ul style="list-style-type: none"> • Audiometrician 	89. SA Society of Clinical Technologists

Field	Career Options Within Field	Contact for more information
	<ul style="list-style-type: none"> • Clinical Technologist • EEG Technician • Laboratory Technologist • Medical Physicist • Medical Practitioner • Paramedic • Pathologist • Podiatrist • Prosthetist (makes artificial arms & legs) • Radiographer 	<p>Tel. (011)</p> <p>90. Society of Medical Laboratory Technologists of SA Tel. (021) 531 1231</p> <p>91. Society of Radiographers Tel. (021) 531 1231</p> <p>92. SA Medical Physics Society Tel. (021) 938 6027</p> <p>93. SA Podiatry Association Tel. (011) 440 8454</p>
<p>Metal & Engineering Industry</p>	<ul style="list-style-type: none"> • Boilermaker • Diesel Fitter • Fitter • Moulder • Turner • Welder 	<p>94. Manufacturing, Engineering and Related Services SETA Tel. (010) 219 3000</p>
<p>Meteorology</p>	<ul style="list-style-type: none"> • Climatologist 	<p>95. SA Weather Service Tel. (012) 367 6000</p>
<p>Mining</p>	<ul style="list-style-type: none"> • Mine Surveyor • Mine Manager 	<p>96. Mining Qualifications Authority Tel. (011) 547 2600</p> <p>97. Chamber of Mines of SA Tel. (011) 498 7100</p>

Field	Career Options Within Field	Contact for more information
		98. Institute of Mine Surveyors of SA Tel. (011) 498 7682
Motor Industry	<ul style="list-style-type: none"> • Automotive Electrician • Mechanic • Panelbeater • Spray Painter 	99. Motor Industries Federation of SA Tel. 0861 164 672
Music	<ul style="list-style-type: none"> • Composer • Musician • Singer • Song Writer 	100. Musicians Union of SA Tel. (011) 339 1676
Nature Conservation	<ul style="list-style-type: none"> • Environmentalist • Game Ranger • Reserve Manager 	101. South African Tourism (SATOUR) Tel. (011) 895 3000 102. South African National Parks Tel. (012) 426 5000 103. Visit website www.africanconservation.org
Nursing	<ul style="list-style-type: none"> • Nurse 	104. SA Nursing Council Tel. (012) 420 1000
Office Administration	<ul style="list-style-type: none"> • Administrator • Clerk • Office Manager 	
Optometry	<ul style="list-style-type: none"> • Optometrist 	105. SA Optometric Association Tel. (011) 805 4517

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Personnel	<ul style="list-style-type: none"> • Head Hunter • Recruitment Consultant 	106. Federation of African Professional Staffing Organisations Tel. 0861 426 282
Pharmacy	<ul style="list-style-type: none"> • Pharmacist 	107. SA Pharmacy Council Tel. 0861 7272 00
Photography	<ul style="list-style-type: none"> • Professional Photographer 	108. Professional Photographers of Southern Africa Tel. (044) 382 6138
Plumbing	<ul style="list-style-type: none"> • Plumber 	109. Institute of Plumbing Tel. 0861 075 862
Printing	<ul style="list-style-type: none"> • Printer 	110. Printing Industries Federation of SA Tel. (011) 287 1160
Psychology	<ul style="list-style-type: none"> • Clinical Psychologist • Counseling Psychologist • Educational Psychologist • Industrial Psychologist 	111. Psychology Association of SA Tel. (011) 486 3322
Public Relations	<ul style="list-style-type: none"> • Public Relations Practitioner 	112. Public Relations Institute of SA Tel. (011) 326 1262/ 1626
Quantity Surveying	<ul style="list-style-type: none"> • Quantity Surveyor 	113. Association of SA Quantity Surveyors Tel. (011) 315 4140
Radio	<ul style="list-style-type: none"> • Announcer • DJ 	114. SA Broadcasting Corporation (SABC) Tel. (011) 714 2687/4115
Retail	<ul style="list-style-type: none"> • Buyer • Display Artist • Distribution Centre Manager 	115. Wholesale and Retail SETA Tel. (012) 622 9500

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	<ul style="list-style-type: none"> • Merchandise Manager • Store Manager 	
Secretarial	<ul style="list-style-type: none"> • Executive Secretary • Personal Assistant • Receptionist • Shorthand Typist • Switchboard Operator 	116. Professional Secretaries Association Tel. (011) 454 5505
Social Work	<ul style="list-style-type: none"> • Social Worker 	117. SA Council for Social Service Professions Tel. (012) 356 8300
Stock Broking	<ul style="list-style-type: none"> • Stock Broker 	118. Johannesburg Stock Exchange Tel. (011) 520 7000
Stunt Work	<ul style="list-style-type: none"> • Stunt Artist 	119. The Stunt Company Tel. (021) 511 9151
Television & Film	<ul style="list-style-type: none"> • Cameraman / Soundman • Video Editor 	120. SA Broadcasting Corporation (SABC) Tel. (011) 714 9111
Therapy	<ul style="list-style-type: none"> • Occupational Therapist • Physiotherapist • Speech, Language & Hearing Therapist 	121. Occupational Therapy Association of SA Tel. (012) 362 5457 122. SA Society of Physiotherapists 123. SA Speech, Language & Hearing Association Tel. (011) 340 9015/086 111 3297
Translating &	<ul style="list-style-type: none"> • Translator 	124. SA Translators' Institute

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Interpreting		Tel. (011) 803 2681
Travel	<ul style="list-style-type: none"> • Tour Operator • Tourist Guide • Travel Agent 	125. Tourism & Hospitality SETA Tel. (011) 513 5433 126. Association of SA Travel Agents Tel. (011) 293 0560/1
Veterinary Science	<ul style="list-style-type: none"> • Veterinarian 	127. Onderstepoort Veterinary Research Institute