

2021/22

CAREER OPPORTUNITIES GUIDE



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

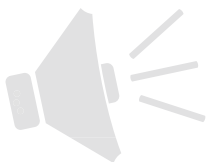
shaping
skills

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goals

"It's not what you achieve, it's what you overcome. That's what defines your career." - Carlton Fisk

FOREWORD

We commend you on your decision to consider a career in the Media, Information, and Communications Technology (MICT) sector. More than any other industry today, information and communication technology companies (ICTs) offer a diverse range of opportunities that allow you to explore your own areas of interest and expertise throughout your professional growth.

With every start of a new year, there is always that challenge of deciding on a career path or deciding on a professional life and this is often made worse by constantly changing labour markets. Long-term and sustainable success requires one to have key elements such as education and skills that are in demand. It has always been understood by professionals that information and communication technology (ICT) provides an enabling environment/infrastructure for any other industries. This highlights fields such as finance, manufacturing, telecommunications, mining, multimedia, government, entertainment and other industries.

As emerging professionals, the environment is always in a constant state of flux and therefore it requires people to be self-directing in their professional and private lives. Deciding on a career requires careful planning, determination. It could also mean the difference between a career path that is still relevant in five years or one that is running for a limited time. Simply put, one has to choose a career that is not saturated. Therefore the prospect of a career transition lies with one to:

- Think of the bigger picture
- Identify market needs
- Grow the necessary skills
- Build a network
- Be open to challenges

The purpose of this practical guide is to assist you as an emerging professional to take charge of your career, building it step by step. It is important to note that achieving an excellent education is about:

- Engaging your curiosity
- Developing skills that are in demand within the specific field of interest.
- Becoming a well-educated citizen that is able to use and enhance life learning experiences.

In addition, education is important to prepare one to pursue a wide variety of career paths. To name a few, in the context of the Media, Information and Communications Technology (MICT) such fields exist, for example: power grid informatics, data analytics, digital media and mobile application software. However, the challenge has always been to get the message out to students or emerging professionals alike.

Recognising the transformative rewards that education plays in the society. MICT SETA tasks itself to keep emerging professionals and experienced professionals engaged, offering opportunities through education and training. This offers the chance to make a significant contribution, at the same time ensure high quality and outstanding professionals are trained and produced.

QUICK GLANCE AT THE MICT SECTOR

The MICT SETA is made up of five sub-sectors that are interrelated but also distinct and identifiable. These are:

- Advertising
- Film and Electronic Media
- Electronics
- Information Technology
- Telecommunications

The sector is anchored by the role of unified communications and the integration of telecommunications, computers as well as necessary enterprise software, middleware storage and audio visual systems.

The MICT Sector is made up of 28 829 companies spread across five Sub-sectors. This represents a 6.18% decline from 30 727 in 2019. The Information Technology Sub-sector is the largest Sub-sector, accounting for 51% of employers. The Telecommunications and Electronics Sub-Sectors each account for 13%, closely followed by Advertising (12%) and Film and Electronic Media (11%).

Gauteng province hosts the largest proportion (47% - 62%) of employers across the five Sub-sectors. Overall, Northern Cape reflects the smallest proportion of employers, after Mpumalanga, North West and Limpopo.

While the Sub-sectors are wide-ranging, they are nevertheless interconnected. The sector can be disaggregated into Information Communication Technologies (ICT) producing activities and ICT using activities. It is located on the convergence between content, commerce, community and the tools that support them.

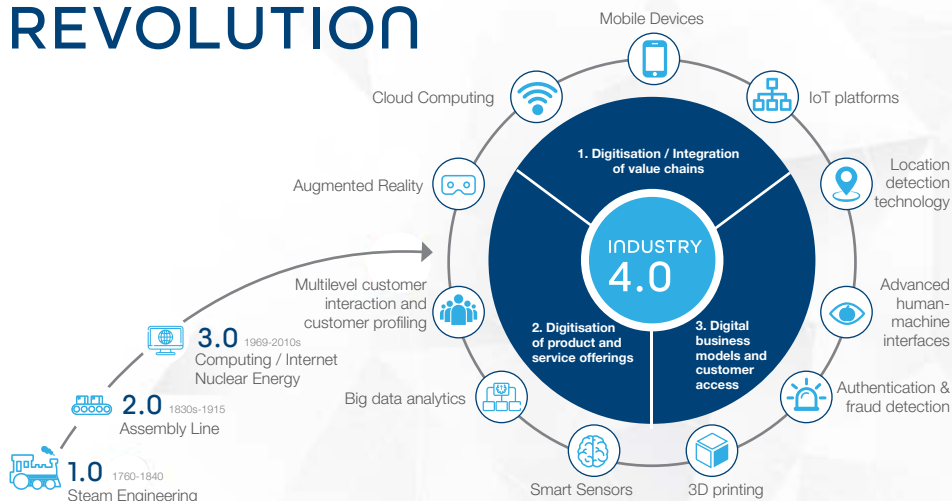
The MICT Sector experienced a 2.2% growth in employment from 2018 to 2020. The Information Technology Sub-sector is the largest of the Sub-sectors with 85.14% of employees in 2020. The Sub-sectors with the smallest portion of employees are Advertising (0.89%) and Film and Electronic Media (1.45%). As with the relative share of the number of companies in each Sub-sector, the relative share in terms of number of employees has remained stable between 2018 and 2020.

The Skills Development ACT of 1998 encourages SETAs as agents of skills development to establish partnerships between the public and private sectors. The MICT SETA views partnerships as a critical mechanism that safeguards the delivery of its skills development mandate. MICT SETA partnerships are thus intended to promote and sustain interaction between industry and training institutions to ensure that curricula reflect the changing needs of a dynamic and ever-changing industry.

The MICT SETA partners with industry, Universities and TVET colleges (both public and private) in the delivery of respective learning programmes in its endeavour to address identified scarce skills. Its commitment to expand and improve provision of skills development for SMMEs and rural communities will contribute towards addressing the requisite skills immeasurably. Credibility of the data used for skills planning and partnering with stakeholders in scoping their skills development needs and priorities

remains a priority for the SETA. This will ensure effective implementation of demand-driven learning programmes that serve as effective bridges into the world of work.

FOURTH INDUSTRIAL REVOLUTION



There has never been a time greater than this to realise that the MICT sector is in a constant state of flux. South Africa, Africa and the rest of the world is in the middle of the Fourth Industrial Revolution (4IR). 4IR is happening all around us. Denial will put South Africa at a disadvantage, and we shall fall swiftly behind the countries that are already embracing this new economic paradigm. It is with no doubt that with the emergence of 4IR, topics of skills reorientation are becoming more and more relevant, age-old trusted education systems need to be flexible, the link between education and business needs to be a two-way street.

In its simplicity, the '4IR' is a complex application of Science, Technology, and Engineering and Mathematical (STEM) knowledge at its core. It is an extension to 'Industrial Revolution 1, 2 and 3' with the addition of Artificial Intelligence (AI) built into machines that can think and do most things that were the sole prerogatives of the human species in the past. The '4IR' has the potential to raise global income levels and improve the quality of life for populations around the world.

The concept '4IR' is not fully comprehended by an average South African, and yet it has the potential to change to the way everyone learns, works, and lives. In its scale, scope, and complexity, the transformation will be unlike anything humankind has experienced before. It is not yet known how it will fully unfold, but it is clear that newer skills will be needed in the near future.

OCCUPATIONS & SPECIALISATIONS IN THE MICT SECTOR

5.1 Cyber Security Specialist	Education and training/entrance requirements
<p>As a cyber-security specialist, you are the front line of defense for the safety and integrity of the company's digital information. Using analytical and forensic expertise, the cyber-security specialist will be required to identify computer vulnerabilities to threats such as viruses, malware, and hacking. As a cyber-security specialist, you will monitor the company's defenses, track unauthorised intrusions, and protect the company's IT systems with hardware and software solutions that reduce risk. Create firewalls, monitor the use of the organisation's data files, and manage user access of company information in order to safeguard and protect the network.</p>	<ul style="list-style-type: none"> - To become a cyber-security specialist one has to acquire a Bachelor's or Master's degree in computer science, business administration in information technology, or a related discipline. - Have 3+ years cybersecurity implementation experience on Windows, UNIX, and Linux operating systems. - Be proficient in PHP, Java, JavaScript, and C++ programming languages.
5.2 Multimedia Specialist	
<p>Multimedia Specialists create and manipulate computer animation, audio, video and graphic image and files into multimedia programs to produce data and content for information kiosks, multimedia presentations, web sites, mobile telephone resources, electronic gaming environments, e-commerce and e-security solutions, and entertainment and education products.</p>	<ul style="list-style-type: none"> - Multimedia specialists have to stay focused on new and advancing forms of media. Therefore, they have to have a degree in multimedia design, art or graphic design or sometimes an associate degree suffices. The duration of the qualifications vary per institution, they usually take up to 3-4 years.
Advertising Specialist	
<p>Advertising Specialists devise and coordinate advertising campaigns that encourage consumers to purchase particular goods or services. They advise managers and clients on strategies and campaigns to reach target markets, creating consumer awareness and effectively promoting the attributes of goods and services.</p>	<ul style="list-style-type: none"> - To become an advertising specialist one has to have a 3-4 years degree in advertising or a related field such as journalism or marketing. The qualifications also focus on nurturing the skills of design and creativity.

Telecommunications Network Engineer	
<p>Telecommunications Network Planners are in charge of ensuring their company's networking and telecommunications services/devices function as expected. They provide support to end users, as well as complete routine maintenance on company devices such as routers, switches, and complex telephone systems. They also perform root cause analysis on complex communication issues and research methods to increase connectivity efficiency. Additionally, they analyze networks and databases to ensure data security and minimize risks of data loss or intrusion.</p>	<ul style="list-style-type: none"> - A Bachelor's of engineering in computer networking, telecommunications, or a related field is required for this position.
Software Developers/Programmers	
<p>Software Developers/Programmers create, maintain and modify computer and software programs such as operating systems, communications software, utility programs and compilers. They analyse and interpret technical designs and flow charts to construct specifications using a business functional model, test programs, and write technical documentation.</p>	<ul style="list-style-type: none"> - For one to become a software developer, he or she must complete Bachelor's degrees in computer science or software engineering. These programs have significant math requirements that include a sequence in calculus, differential equations, and linear algebra. A sequence in physics is also required.
Corporate Communications Strategist	
<p>Corporate Communications Strategists develop strategic marketing and communication strategies and advise executives on the implications of their policies, programs, and practices.</p>	<ul style="list-style-type: none"> - For one to become a communication strategist, he or she must acquire a 3-4 year degree in related fields such as journalism, marketing, and public relations.
Data and Analytics Specialist	
<p>A Data and Analytics Specialist is responsible for importing, cleansing, transforming, validating, aggregating and analysing data from various sources with the purpose of making conclusions about industry trends and best practices. He/she works with research analysts to plan, create and distribute surveys, manages market research projects from start to finish. Supports marketing & sales management in identifying new markets, and applications for services and assesses the business impact of those implications.</p>	<ul style="list-style-type: none"> - For one to become a Data and Analytics Specialist, he or she has to have a Bachelor's degree in math, statistics, and computer science. Have 0-2 years' experience in a data and analysis.

* Please note that this is not an exhaustive list of occupations and specialisations that exist in the MICT For more information, please consult the MICT SETA.

THE TOP TEN SECTOR PRIORITY OCCUPATIONS WITHIN THE MICT SECTOR

OFO Code	Occupation	Specialisation/ Alternative Title	Possible Programme
2019-251201	Software Developer	Software Architect	Degree/Diploma
		Information Architect Software	Internship
		Software Designer	Learnership
		Software Engineer	Skills Programme
		ICT Risk Specialist	Work integrated learning
			MCSD Certification
			Scrum Certification
2019-252301	Computer Network and Systems Engineer	Computer Systems / Service Engineer	CISCO Certification
		Systems Integrator	CompTIA Network+ Certification
		Computer Systems Integrator	Degree/Diploma
		Network Engineer	Work integrated learning
		Communications Analyst (Computers)	Learnership
		Systems Engineer	Internship
		Network Support Engineer	Skills Programme
		ICT Customer Support Officer	
		Network Programmer / Analyst	
		Computer Network Engineer	
	ICT Systems Analyst	Computer Analyst	Degree/Diploma
		ICT Systems Contractor	Work integrated learning
		ICT Systems Coordinator	Learnership
		Capacity Planner Computing	Internship
		LAN / WAN Consultant / Specialist	Skills Programme

2019-251101	2019-251101	ICT Systems Architect	MCSA Certification
		Systems Programmer	MCSE Certification
		Internet Consultant / Specialist	
		ICT Systems Consultant	
		ICT Business Systems Analyst	
		ICT Systems Specialist	
		ICT Systems Advisor	
		ICT System Designer	
		ICT Systems Strategist	
2019-242101	Management Consultant (Business Analyst)	Management Consulting Specialist	IIBA Certification (BABOK)
		Superannuation Transitions Specialist	Work integrated Learning
		Technology Development Coordinator	Internship
		Operations Analyst	Learnership
		Service Solutions Project Manager	Skills Programme
		Small Business Consultant / Mentor	
		Capital Expenditure Analyst	
		Commercial Analyst	
		Corporate Planner	
		Farm Management Consultant	
		Business Coach	
		Financial Systems Advisor	
		Resource Development Analyst	
		Purchase Advisor	
		Business Support Project Manager	
		Strategic Developer / Facilitator	
		Business Consultant	
2019-242101	Management Consultant (Business Analyst)	Management Reporting Analyst	
		Business Turnaround Management Consultant	
		Ecommerce Programme Manager	

2019-252901	ICT Security Specialist	-Internet Security Architect / Engineer / Consultant	Internship
		Security Administrator	Leavership
		ICT Security Architect	Degree / Diploma
		Database Security Expert	CompTIA Security + Certification
		Information Technology Security Manager	CISSP Certification
			Work integrated Learning
2019-251301	Multimedia Specialist	-Digital Media Specialist	Degree / Diploma / National Certificate
		Multimedia Developer	Work integrated learning
		Graphical Programmer	Internship
		Computer Games Programmer	Leavership
		Multimedia Programmer	Skills Programme
		Animation Programmer	
2019-251202	Programmer Analyst	-Software Configuration / Licensing Specialist	Degree / Diploma / National Certificate
		-Designer (Hardware - Digital / Software)	Work integrated learning
		-Architect (Applications / Call Centre / Computing / Desktop / Ecommerce)	Internship
		-Education Systems Coordinator	Leavership
		-Computing (Development / Field) Engineer	Skills Programme
		-Cross Enterprise Integrator	
		-Engineer (Applications / Content / IT / Software / Systems / WAN)	
		-Architect (Enterprise / Internet / IT / Network / Software / Unix / Web)	
		-Database Designer	
2019-251203	Developer Programmer	-ICT Developer	Degree / Diploma
		-ICT Programmer	Internship
		-Applications Developer	Leavership
			Skills Programme
			MCSD Certification

2019-133102	ICT Project Manager	-ICT / IT / Computer Service Manager	Degree / Diploma
		-ICT / IT / Computer Marketing Executive	Internship
		-ICT / IT / Computer Support Manager	Leavership
		-Hardware Development Manager	Skills Programme
		-ICT Project Director	PRINCE2 Certification
		-ICT / IT / Computer Operations Manager	
2019-243403	ICT Sales Representative	-Computer Consultant	National certificate
		-Computer Software Support Consultant	Short Programme
		-Computer Systems Consultant	Internship

Programmer Analyst



Multimedia Specialist



ICT Security Specialist



ICT Project Manager



CAREER PROGRESSION IN THE SECTOR

Clear career goals and objectives are fundamentally necessary for advancing in one's chosen career path. These goals should be created to reflect both short-term and long-term career aspirations and objectives of an individual. Within the MICT sector there are three forms of career progression and they are explained in detail below:

6.1 Traditional Career Path

This often begins with an entry-level role such as working as a helpdesk operator, as a student or recent graduate before undertaking further training in a specialist area to become a network or database administrator. An operations manager position might follow, or even becoming the Chief Information Officer of a large corporation. Each progression has a higher level of responsibility usually accompanied by an increase in income and/or benefits.

6.2 Undertaking a range of roles within One Organisation or Industry

This career path suits people who prefer a varied career to moving into management roles. It also enables people who enjoy working for a particular organisation, field or industry (e.g. banking and finance, environmental engineering) to maintain their interest and keep learning. Sometimes this career progression takes people out of the ICT area altogether as they find other activities that incite their passion. A detailed example may include a person who works in support or might spend time as a trainer, researcher, technical writer or project manager.

Developing a specialisation

Becoming an expert in a particular area requires a clear vision and focus. This may be in fields such as sound production in film. Professionals in such fields become highly valued, often highly rewarded for their knowledge and expertise. Their job description may include constant travels around the world.

However, individuals should become aware of the changing labour markets as such information may help one to stay abreast of careers that are saturated or no longer a prerequisite in the chosen industry.



MICT SECTOR SUCCESS STORY



South Africa's Zozibini Tunzi, and MICT SETA bursar was crowned Miss Universe in Atlanta, Georgia, USA in December 2019. She wowed the judges and her growing number of fans to win the coveted new 'Power of Unity' crown, which is said to be worth R73 million.

Zozibini wore the Miss South Africa crown for four months before being crowned Miss Universe, and in that time, she established herself as a force to be reckoned with in her home country and abroad.

Always charming, humble, elegant and poised, she has shown herself to be a fearless and eloquent speaker, a role model for young people across South Africa, a voice for South African women and fiercely outspoken on social justice issues such as gender-based violence and femicide.

The public relations graduate is also a proud ambassador for the MICT SETA's vocational training and Work Integrated Learning programmes. As an MICT SETA beneficiary, she went through an

internship programme with one of our stakeholder companies in the media sector, that provided her with an opportunity to extend her academic qualifications through structured workplace exposure and specialised training. The internship programme helped to fast track her skills to empower her with practical knowledge.

Get to know Miss Universe and understand her educational journey obtained through the MICT SETA opportunities.

Q. Who is Zozibini, where does she hail from and what are her interests?

A. I was born in uTsolo in the Eastern Cape 27 years ago and raised in the nearby village of Esdwadweni. I can describe growing up in a village as 'humble beginnings'. I moved to Cape Town to attend the Cape Peninsula University of Technology as an MICT SETA bursar, where I graduated with a Bachelor's Degree in Public Relations and Image Management in 2018. Prior to winning Miss South Africa, I was completing a Bachelor of Technology Degree in Public Relations Management and working as a graduate intern in the Public Relations department of a well-known integrated communications agency in Cape Town.

Q. In many of your media interviews you've mentioned that you stand for education and that you believe in an educated society. Why do you think it's important for a nation to invest in education?

A. I come from an academic family, which is why I'm a firm believer in education. My mother is a school principal at Bangweni JSS, a school in a village called Bolotwa. My well-educated father



Zozibini's success story

also works in the education space. Education has given me so many opportunities and opened so many doors for me. If I didn't have a proper education, I wouldn't be able to express myself and communicate in the way I'm doing now. I feel strongly that every South African child should have a good education. I stand for the education of the South African youth, for equality and representation. I see it as my duty to contribute to these important social causes. Education is one certain way to get out of poverty. Education is a way to build our country; to build ourselves.

Q. The government plays an important role in making vocational education platforms available over and above conventional colleges and universities. Sector education and training authorities, such as the MICT SETA, are assisting our youth to make informed decisions in terms of a future career. Learners need to understand exactly where their skills and interests lie. They need to understand that they do not necessarily need to become doctors, teachers, or enter any of the conventional professions. They can move into another sector that is flourishing, such as media, broadcasting or IT. What are your thoughts on this issue?

A. Often young people are hesitant to try new things. They prefer to opt for conventional careers. I think what the MICT SETA is doing is brilliant. Through the organisation I have been exposed to public relations, media and communications. There are so many exciting opportunities that learners are unaware of. The SETAs need to speak to learners in high school, like the MICT SETA is doing, because all learners don't necessarily fit into the conventional mould.

Q. Please take us through your journey from having studied public relations to acquiring work experience as an intern at an established agency. Was it an easy journey? Did you find any challenges along the way?

A. Although public relations and image

management have definitely been the right career choice for me, there are so many graduates in PR and communications that it is not easy for everyone to get a job or an internship, despite their best efforts. I was lucky that I was able to be accepted into the internship through the MICT SETA, who submitted my CV to the agency. Sometimes interns just get thrown in at the deep end and need to learn as they go along, but with the MICT SETA's Work Integrating Learning Programme I was equipped with the necessary skills during the internship. It was an amazing experience for me as a novice to work in a professional space like that.

Q. Yours has not been a conventional education via university, yet you were equipped with the necessary skills that were integrated even within your working environment. The government is setting out to demonstrate that vocational training where youth are encouraged to take up qualifications in training institutions like TVET colleges, equip them to get taken up into the workspace as fully qualified individuals. Would you agree with that?

A. I don't know why people assume that TVET colleges are a second option when they are right up there with conventional universities. I think people need to know more about TVET colleges and the high quality of practical training they offer. TVET colleges can impart a number of the country's in – demand skills through job specific or occupational training – at an affordable price. If you choose a registered and accredited TVET you'll gain practical skills and training in a field that makes you highly employable.

Q. If you have one message for the youth of South Africa, what would it be?

A. Be ambitious. Follow your dreams and your passions; don't be influenced by negative and critical people. Try to work towards your goal every day. If you win in your mind, you win in your life.

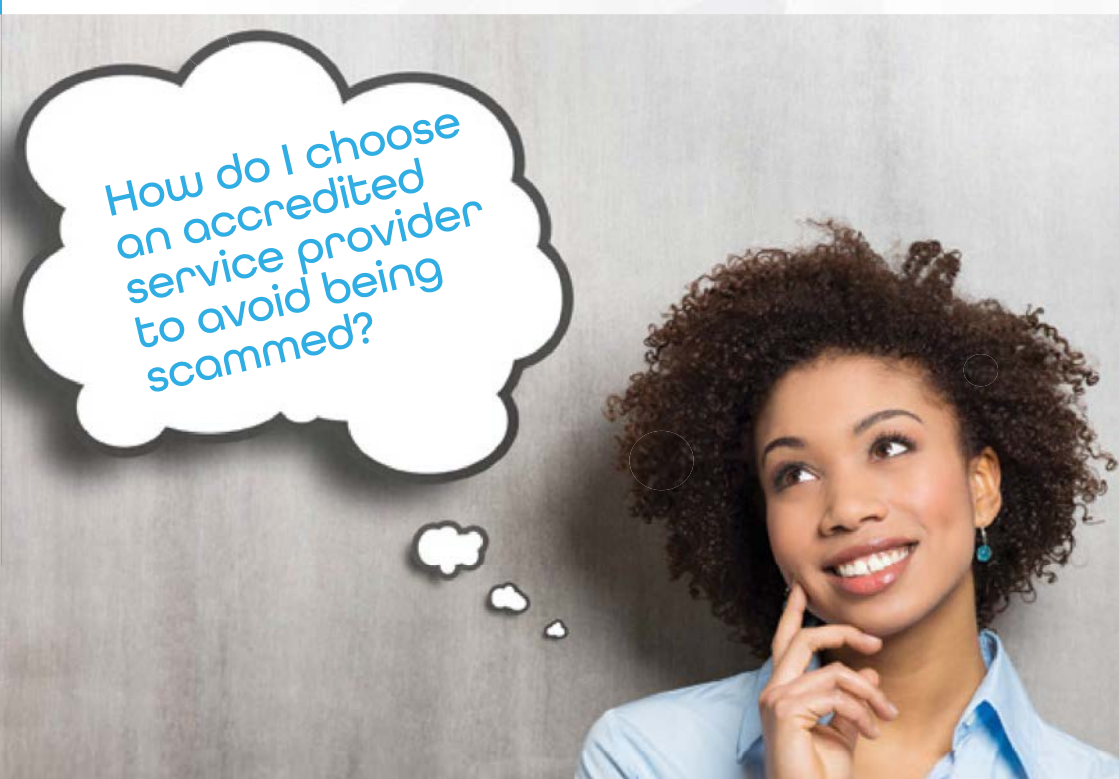
CHECKING FOR AND CHOOSING ACCREDITED TRAINING PROVIDERS

There are few important points that one needs to stay alert on when intending to enroll for a course, especially with regards to colleges. With every start of a new year, there are bogus colleges that advertise themselves as accredited institutions with SETAs when they are not. It is important to be cautious, this simply means one has to verify the education institution with the relevant SETA body (in this case MICT SETA).

In the past, learners used to enter into training programmes and come away with certificates that are not recognised by major corporations within the sector. The courses are often offered by service providers/fly-by-night education institutions, this affects the learners greatly as the qualifications

obtained have no value and are not recognised by employers.

There are processes that are put in place to verify training providers to improve the quality assurance side. Individuals can check with MICT SETA to find out if the training provider is accredited, and asking for an accreditation letter and number.



How do I choose an accredited service provider to avoid being scammed?

LEARNERSHIPS

What is a Learnership

A learnership is a work-based education and training programme that is linked to a qualification registered on the National Qualifications Framework (NQF) with the South African Qualifications Authority (SAQA). Learnerships are occupationally directed Programmes that consist of both structured theoretical learning and practical workplace experience.

What are the benefits of learnerships?	Learnerships help the industry to:
<ul style="list-style-type: none"> • They provide easy access to practical learning; • They increase access to employment opportunities; • They assist in Career-Pathing and Self-development; • They provide a monthly stipend to learners while they learn; • They lead to the acquisition of a formal qualification; • They serve as an entrance into the industry for unemployed learners 	<ul style="list-style-type: none"> • Become competitive in the global market; • Build a pool of skilled, qualified & more professional workforce; and • Develop their people to world-class standards

How to apply for a learnership?

Although the SETA facilitates the recruitment and implementation of learnerships, the responsibility lies with the employer, the service provider and training provider to recruit learners. For more information on MICT SETA accredited learnerships, please visit our website or contact Sandile Mkhize at: Sandile.Mkhize@mict.org.za.

MICT SETA encourages stakeholders who are implementing learning programmes to search for candidates on the MICT SETA placement database. To upload CVs and view a list of MICT SETA registered learnerships programmes, go to the MICT Website at www.mict.org.za

INTERNSHIPS

What is an Internship?

An Internship is a programme designed to give University and TVET College graduates an opportunity to extend their academic qualifications through structured workplace exposure and specialised training. Participants are placed on a full-time basis for a period of eight to twelve months in stakeholder companies and government organisations, the purpose of which is to provide the learner with workplace experience that builds on the qualification.

The MICT SETA utilises the concept of Internships to fast track high level skills, to offer needed work experience to unemployed graduates and to empower graduates with practical knowledge commensurate with their qualification.

In summary, an Internship focuses on practical training; the employer determines the duration and content of the Internship, so it can vary greatly; and the specific outcomes are not defined or regulated as in the case of Learnerships. Internships are ideal for graduates or those with tertiary qualifications but who lack experience. The primary benefit for the graduate learner includes obtaining “real world” workplace experience.

Why Internships?

- To fast track high level skills;
- To empower graduates with practical knowledge leveling with qualifications;
- To offer unemployed graduates with needed work experience

For more information on the internship programme, please contact Andiswa Mpi at: Andiswa.Mpi@mict.org.za

SKILLS PROGRAMMES

What is a Skills Programme?

A skills programme is a set or cluster of unit standards gathered or combined to form a short programme bearing credits on the National Qualifications Framework (NQF).

Why Skills Programmes?

The skills programmes are often implemented to meet the needs of the employer to enhance employees' knowledge for a particular skill. Skills programme can culminate into a qualification when an interested learner continues to pursue the completion of the remaining unit standards. Training is offered by an accredited provider. At the end of the training learners receive a Statement of Results. Like the Learnerships, skills programmes are implemented by employers for both employed and unemployed learners

VENDOR SPECIFIC PROGRAMMES

What is a Vendor Specific Programme?

The Vendor Specific Programmes are short courses that are industry centred based on international exams.

Why Vendor Specific Programmes?

These programmes are designed to meet the global technological advancement in specific multinational companies or in some local business units that are using such technology for operation. For more information on short courses please contact Zimasa Simayi at: Zimasa.Simayi@mict.org.za

SOME MICT RELATED QUALIFICATIONS

University	Programme	Career Prospects/Job Roles
University of Cape Town	Bachelor of Science majoring in:	• Software developer
	• Business Computing	• Network Technician
	• Computer Engineering	• Computer
	• Computer Games	• Systems Administrator
	• Development	• Web Technician
	• Computer	• ICT systems analyst
	• Science	
University of the Witwatersrand	Bachelor of Arts majoring in:	• Scriptwriter
	• Drama	• Multimedia Specialist
	• Film and Television	• Film and Video Edit
	• Journalism	
University of Johannesburg	Bachelor of Engineering majoring in:	• IT Manager
	• Electronic Engineering	• IT Project Manager
	• Computer Engineering	• Chief Information, Officer
		• Business Analyst
		• Intelligence Analyst
		• Business

University of Pretoria	Bachelor of Engineering majoring in:	• Developer Programmer
	• Electronic Engineering	• Computer Engineering
		• Software Developer
		• Telecommunications Technologist
		• Electronic Engineering Technician
		• Computer Network Technician
University of KwaZulu-Natal	BA Honours in:	• Editor
	• Film and Documentaries	• Director
	• Media and Communication	• Journalist
	• Development and Communication	• Content producer
		• Communication specialist
Vega School of Brand Leadership	Bachelor of Commerce majoring in:	• Brand Strategist
	• Strategic Brand Management	• Art Director
	• BA Creative Brand Communications	• Brand Auditor
	• Digital Marketing Strategist	
IMM Graduate School	• Diploma in Marketing Management	• Customer Service Representative
	• Bachelor of Business Administration In Marketing Management	• Consulting Media strategist
	• Bachelor of Commerce in Marketing and Management Science	• Media Strategist
		• Public Relations Officer
Red and Yellow School	Diploma in:	• Campaign Coordinator
	• Marketing & Advertising Communications	• Graphic Designer
	• Art Direction Diploma Graphic Design	• Social Media Coordinator
	• Copywriting	• Digital marketer

AAA School of Advertising	Bachelor of Arts in:	<ul style="list-style-type: none">• Advertising Media PlannerAdvertising Creative
	<ul style="list-style-type: none">• Marketing Communication	<ul style="list-style-type: none">• Advertising Account Planner
	<ul style="list-style-type: none">• Creative Brand Communication	<ul style="list-style-type: none">• Radio Produce
Central Johannesburg TVET College	Diploma in:	<ul style="list-style-type: none">• Telecommunications Technician
	<ul style="list-style-type: none">• Electronic Engineering	<ul style="list-style-type: none">• Computer Network Technician
	<ul style="list-style-type: none">• CCNA 1- 4	<ul style="list-style-type: none">• Systems Administrator
		<ul style="list-style-type: none">• Electronic Engineering Technician

* Please note that this is not an exhaustive list of all qualifications appropriate for employment in the MICT Sector. For more options, please consult the websites of institutions listed at the end of the guide.

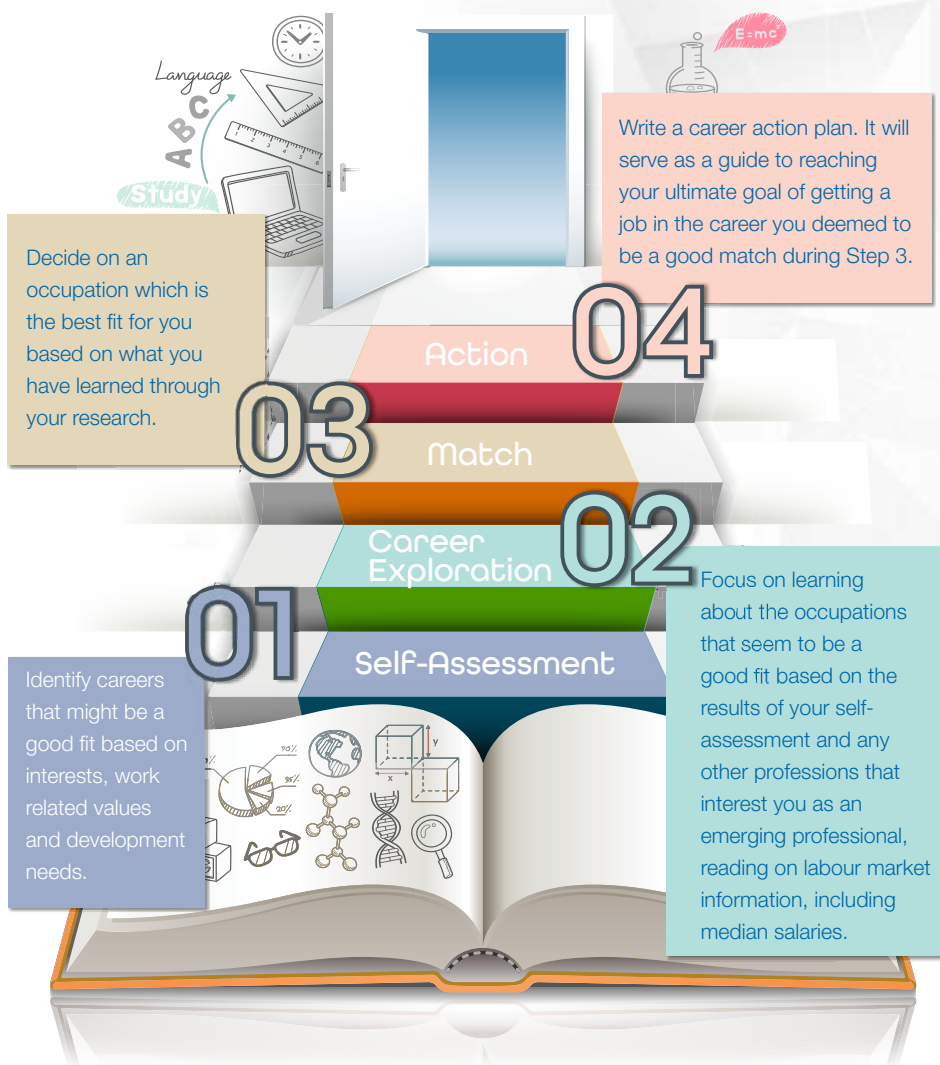


PLANNING YOUR CAREER

Professionals in the field advise emerging professionals to choose careers wisely. Choosing a career is about more than deciding what to do to make a living. It is about knowing which skills are scarce and Critical in a respective field.

Experts in the field define Scarce and Critical Skills (Sector Priority Occupations) as an absolute or relative demand, current or future, for skilled, qualified and experienced people to fill particular roles/ professions, occupations or specialisations in the labour market.

There are 4 steps to career planning and they are explained in detail below:



GETTING THERE: PREPARING YOUR CV AND LANDING THE JOB

Preparing your CV

Professionals advise that a CV stands as your own personal 'brochure' when introducing yourself to a prospective employer. It needs to highlight your unique selling points in such a way that a prospective employer cannot wait to meet you.

It should be concise, accurate, and truthful and tailored to the position you are applying for and importantly should be free from spelling and grammatical errors.

Keep it simple and uncluttered. Use headings and bullet points to assist the reader. Do not add a photo or a border. Stick to one font that is clean (Times New Roman, Arial or Verdana are recommended with a font size of 10 – 12).

If the industry you wish to enter is artistic you may want to be more creative but make sure that it still serves as the ultimate document to market your skills, experience and overall suitability to a role. Below are the steps to writing a CV:



NB: It is poor protocol to pass out your referees to all and sundry in job applications. Your referee's time is valuable and their contact details should be privileged. Treat them like the gems they are. Normal job protocol says that you only give out contact details for referees after you have notified them of the company name and contact person and the job title.



Think about the Format

Design a format that makes your CV easy to read (i.e. clear font/size/colour) with headings that stand out and lots of dot points.

Make sure you include your name and contact details front and centre on the first page with a summary in the header/footer of each page of the document.



Introductory Statement

In this section you make a defining statement that tells the reader who you are, what you are good at and/or passionate about and what you aspire to – preferably in relation to the job on the table (and this may change with every application you submit).



Education & Training

In this section you summarise your formal education and training (or technical skills). If you hold any post school qualifications then list them. There is no hard and fast rule for how you present your qualifications but, it is usually from the highest to the lowest, however, if you want to highlight a qualification for this job then start with that.



Key Skills Summary

In this important section you need to list all the things you are good at (and that relate to the job) for example you might be:

- Highly motivated, an experienced people's person.



Career History (If you have already worked)

This section is often neglected in the CV or it is overdone with way too much detail. Your career history needs to be chronological with no obvious gaps commencing with the most recent position first.



Personal Statement

This is optional and gives a potential employer a bit of an insight into you as a person. It often depends on the job and here you might want to say something about your personal interests and/or passions.



Referees

You should never supply referee details with an initial CV/job application. Instead a sentence that notes that referees will be supplied upon request is all that is required here.

LANDING THE JOB

01

The job hunt

At this stage individuals will consult with different sources trying to find available job opportunities.

At the early stages of your career a few job search engines will include; www.Careerjunction.co.za , www.thejobsportal.co.za , www.puffandpass.co.za www.indeed.co.za

02

The interview and preparation

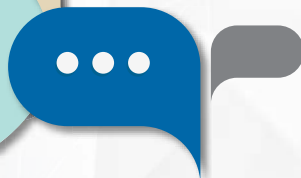
When it comes to the interview, adequate preparation is of paramount importance. You must ensure that you thoroughly research the company, this includes finding out more about the position that is on offer.

As a starting point it is important to carefully go through the job specifications which will serve as a good guide when considering what is required of you as a potential incumbent.

03

First impressions

"First impressions count". These are words that professionals keep in mind. It is always appropriate to dress up smartly when going for an interview, preferably no distracting colors (black and white preferably). One has to be clear when responding to questions and always maintain a good eye contact.



04

First day at the job

There are a number of critical aspects that one needs to consider on a first day at a new job:

- Dress appropriately
- Request induction information
- Ask relevant questions (especially when in doubt).
- Familiarise yourself with all aspects of your new year.

SOUTH AFRICAN UNIVERSITIES AND UNIVERSITIES OF TECHNOLOGY

Province	Institution	Financial Aid Contact Details
Eastern Cape	Rhodes University	046 6038 248
	Nelson Mandela Metropolitan University	041 5043 182
	University of Fort Hare	040 6022 282
	Walter Sisulu University	043 7029 359
Free State	Central University of Technology	051 5073 375
	University of the Free State	051 4019 160
Gauteng	Tshwane University of Technology	012 3824 149
	Vaal University of Technology	016 9509 484
	University of Johannesburg	011 5593 575
	University of Pretoria	012 4202 389
	University of the Witwatersrand	011 7171 081
Kwa-Zulu Natal	Durban University of Technology	033 8458 890
	Mangosuthu University of Technology	031 9077 189
	University of KwaZulu-Natal	031 2607 839
	University of Zululand	035 9026 307
Limpopo	University of Limpopo	015 2682 405
	University of Venda	015 9628 421
Mpumalanga	University of Mpumalanga	013 0020 001
North West	North-West University	018 2992 045
Northern Cape	Sol Plaatje University	053 8075 300
Western Cape	Cape Peninsula University of Technology	021 9596 594
	University of Cape Town	021 6502 125
	University of Stellenbosch	021 8089 111
	University of the Western	021 9599 753
National	University of South Africa	011 4712 366

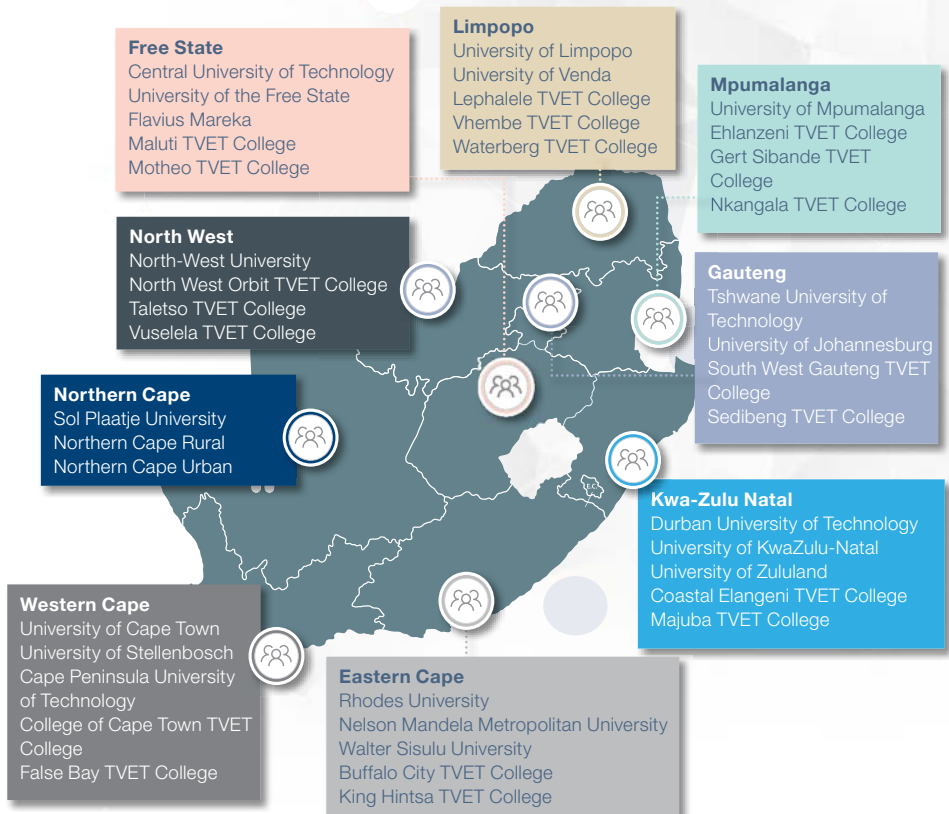
Disclaimer: Please note that all institution information contained in the above table is deemed to be true and correct. The MICT SETA cannot accept any liability for any incorrect information published on the internet and/or on various websites by the respective institutions, nor can it accept any liability for any incorrect information made available to the MICT SETA.

PUBLIC TVET COLLEGES

Province	Institution	Financial Aid Contact Details
Eastern Cape	Buffalo City	043 7049 218
	Eastern Cape Midlands	041 9952 000
	King Hintsa	047 4016 400
	Lovedale	043 6421 331
	Port Elizabeth	041 5857 771
Free State	Flavius Mareka	016 9760 815
	Goldfields	057 9106 000
	Maluti	058 7136 100
	Motheo	051 4069 330
Gauteng	Central JHB	011 4841 388
	Ekurhuleni East	011 7364 400
	Ekurhuleni West	086 1392 111
	Sedibeng	016 4226 645
	South West Gauteng	011 5278 300
	Tshwane North	012 4011 941
	Tshwane South	012 4015 021
	Western	011 6924 004
Kwa-Zulu Natal	Coastal	031 9057 200
	Elangeni	031 7166 700
	Esayidi	039 3181 433
	Majuba	034 3264 888
	Umfoloji	035 9029 503
	UMgungundlovu	033 3412 101
Limpopo	Lephalele	014 7632 252
	Letaba	015 3075 440
	Mopani South east	015 7815 721
	Sekhukhune	013 2690 278
	Vhembe	015 9633 156
	Waterberg	015 4918 581
Mpumalanga	Ehlanzeni	013 7527 105
	Gert Sibande	017 7129 040
	Nkangala	013 6901 430

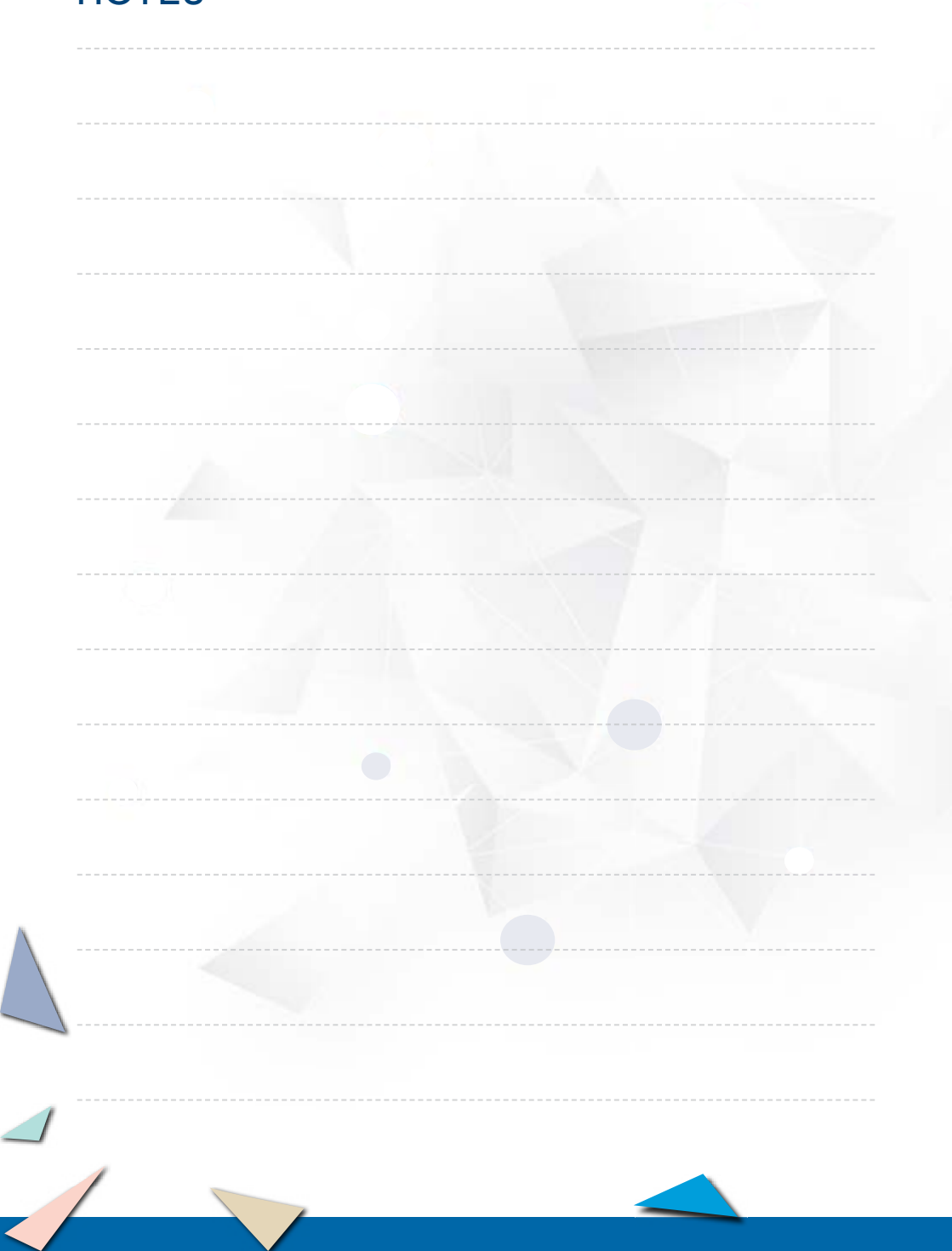
North West	Orbit	014 5928 461
	Taletso	018 3842 346
	Vuselela	018 4067 800
Northern Cape	Northern Cape Rural	054 3313 836
	Northern Cape Urban	053 8392 000
Western Cape	Boland	021 8867 111
	College of Cape Town	021 4046 700
	False Bay	021 0030 600
	North link	021 9709 000
	South Cape	044 8840 359
	West Coast	022 4821 143

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Some of the Universities and TVET colleges available across the provinces.

NOTES



MICT SETA'S REGIONAL OFFICES

Western Cape

The Boulevard Office Park
Block F Ground Floor
Searle Street
Woodstock
7925

Postal Address

P. O. Box 7540
Roggebaai
8012

Tel: (021) 461 3926

Fax: (021) 461 3939

KwaZulu-Natal

DBN Bay House,
333 Anton Lembede (Smith Street),
4th Floor,
Durban
4001

Postal Address

P. O. Box 763
Durban
4000

Tel: (031) 307 7248

Fax: (031) 307 5842

Eastern Cape

Phase 2A
Waverley Office Park
Phillip Frame Road
Chiselhurst
East London
5205

Postal Address

P. O. Box 877
East London
5201

Tel: (043) 726 0763

Fax: (043) 726 0790

Satellite Office – North West

Vuselela TVET College
Jourberton Centre For Engineering
Studies
11900 5th Street, Jourberton Township,
Klerksdorp

Tel: 010 003 5506

Physical Address: 19 Richards Drive
Gallagher Convention Centre
Block 2, 3rd Level,
Halfway House, Midrand

Postal Address: PO Box 5585
Halfway House, 1685, Gauteng

Tel: +27 11 207 2600/3

Fax: +27 11 805 6833

