

INFORMATION  
TECHNOLOGY



ADVERTISING



ELECTRONICS



TELECOMMUNICATIONS



FILM AND  
ELECTRONIC MEDIA

# CAREER OPPORTUNITIES GUIDE



**MICTSETA**

Media, Information And  
Communication Technologies  
Sector Education And Training Authority

**2024/25**

**“SHAPING SKILLS  
PIONEERING INDUSTRIES  
EMPOWERING FUTURES”.**



### **OUR VISION**

Cutting-edge Future skills.



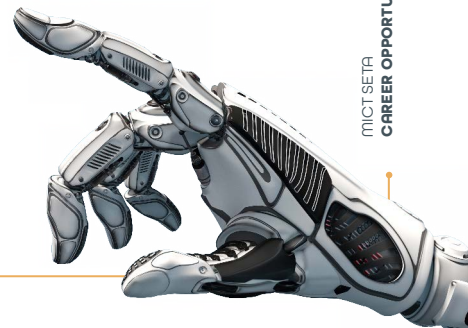
### **OUR MISSION**

To strategically lead the MICT sector skills development system in support of meaningful economic participation of our beneficiaries, for improved socio-economic conditions.



### **OUR VALUES**

- Customer-Centricity
- Ethical
- Innovative
- Committed
- Meritocracy
- Collaborative



# TABLE OF CONTENTS

	PAGE
01 FOREWORD .....	4
02 ABOUT THE MICT CAREER GUIDE .....	7
03 ABOUT THE MICT SETA .....	9
04 WHY CHOOSE A CAREER IN THE MICT SECTOR? .....	11
05 FACTORS IMPACTING DEMAND FOR CERTAIN SKILLS .....	14
06 LEARNING AND CAREER PATHWAYS IN THE MICT SECTOR .....	17
07 OCCUPATIONS & SPECIALISATIONS IN THE MICT SECTOR .....	27
08 THE TOP TEN SECTOR PRIORITY OCCUPATIONS WITHIN THE MICT SECTOR .....	29
09 CAREER PROGRESSION IN THE SECTOR .....	33
10 CHECKING FOR AND CHOOSING ACCREDITED TRAINING PROVIDERS .....	36
11 MICT SETA OPPORTUNITIES .....	38
12 PLANNING YOUR CAREER .....	41
13 PREPARING YOUR CV AND LANDING THE JOB .....	44
14 SOUTH AFRICAN UNIVERSITIES AND UNIVERSITIES OF TECHNOLOGY, .....	47
PUBLIC TVET COLLEGES .....	
15 MICT SECTOR SUCCESS STORIES .....	51
16 CONCLUSION AND ADDITIONAL RESOURCES .....	55





# 01

## FOREWORD

**To the Emerging Professionals, Graduates, Students, and Future Entrepreneurs, Welcome to the Media, Information, and Communication Technologies Sector Education and Training Authority (MICT SETA) Career Guide! We are thrilled to present the latest edition of this guide, designed to help you navigate the dynamic and ever-evolving MICT sector.**

Whether you are a student exploring future career paths, a graduate looking to enter the workforce, or someone seeking new employment opportunities, this guide is packed with valuable insights and resources tailored just for you.

There are increased societal expectations for emerging professionals to take proactive charge of their career trajectories and personal development. The mantle of career management now rests firmly on the shoulders of individuals, urging them to establish clear goals that foster personal growth and empower them to seize control of their lives.

Your career path is like a journey that helps you grow both professionally and personally. Improving your skills along this journey can be challenging because you have to make many tough decisions.

These decisions should match your strengths and interests. This process becomes even more complicated because local and global factors can unpredictably affect the job market. Economic, political, and social changes make the job market unstable. Because of this, new professionals need to think carefully about their career choices to build a strong foundation for a successful career.

The MICT SETA is delighted to offer youth, students, graduates, and job seekers the chance to explore career opportunities within the MICT sector. This sector is abundant with opportunities for individual career growth and self-employment. We are excited to support you on this transformative journey, providing the tools and guidance needed to thrive in a competitive and rapidly changing environment.

By using this guide, you will gain a better understanding of the MICT sector, identify the skills required for various roles, and discover pathways to achieving your career goals. We believe in your potential and are committed to helping you unlock it, ensuring that you are well-prepared to meet the challenges and seize the opportunities that lie ahead.

Welcome to a world of possibilities. Your journey to a fulfilling and successful career in the MICT sector starts here.







“

Education is a human right with immense power to transform. On its foundation, rest the cornerstones of freedom, democracy and sustainable human development”

Kofi Annan



# 02

## ABOUT THE MICT SETA CAREER GUIDE

### Purpose of the Guide

The primary aim of the MICT SETA Career Guide is to empower you with the knowledge and tools necessary to make informed career choices within the MICT sector. As technology continues to advance at a rapid pace, the demand for skilled professionals in media, information, and communication technologies is growing exponentially. This guide serves as a comprehensive resource to help you understand the diverse opportunities available, the skills required, and the pathways to success in the MICT sector.

### What to Expect

**Overview of the MICT Sector:** Gain a thorough understanding of the MICT sector, including its various sub-sectors such as telecommunications, Information Technology, Film and Electronic Media, Advertising and Electronics, and key players shaping the industry.

**Career Opportunities:** Discover a wide range of career options within the MICT sector. From software development and network engineering to digital marketing and content creation, this guide explores numerous roles and provides detailed descriptions of each. Understand the day-to-day responsibilities, required qualifications, and potential career progression for different positions.

**Skills and Qualifications:** Identify the essential skills and qualifications needed to thrive in the MICT sector. The guide highlights both technical and soft skills that are highly valued by employers. Additionally, it provides information on certifications, courses, and training programmes that can enhance your employability and expertise.

**Education and Training Pathways:** Explore various educational and training pathways to enter and advance within the MICT sector. Whether you're considering tertiary education, vocational training, or online courses, this guide offers insights into the best routes to gain the knowledge and experience required for your chosen career.

**Industry Insights and Trends:** Stay up to date with the latest industry insights and trends. The guide features expert opinions, case studies, and success stories from professionals who have made their mark in the MICT sector. Learn about emerging technologies, market demands, and future growth areas that could shape your career.

**Job Search and Application Tips:** Receive practical advice on how to effectively search for jobs and navigate the application





process. From crafting a compelling resume and cover letter to acing interviews, this guide equips you with the strategies needed to stand out in a competitive job market.

**Self-Employment and Entrepreneurship:** For those interested in self-employment, the guide provides valuable information on starting and managing your own business within the MICT sector. Learn about business planning, funding options, and essential entrepreneurial skills to turn your ideas into successful ventures.

**Support and Resources:** Access a range of support services and resources available through MICT SETA. Discover mentorship programmes, career counselling, internships, and networking opportunities designed to assist you in your career journey.

Overall, this comprehensive career guide seeks to empower aspiring professionals, students, and graduates with the knowledge and insights necessary to embark on a successful career journey within the MICT sector.

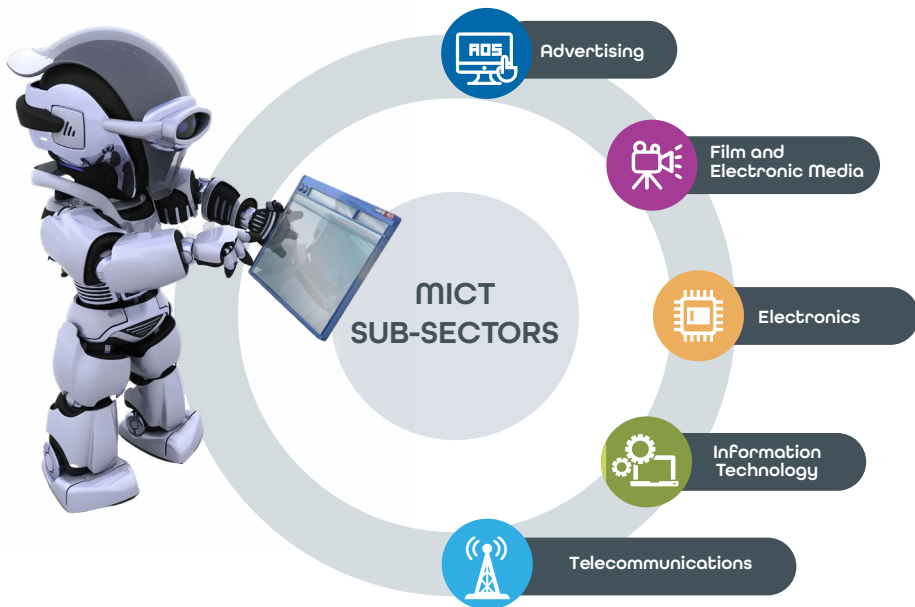


# 03

## ABOUT THE MICT SETA

The Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) is a public entity established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). The MICT SETA plays a pivotal role in achieving South Africa's skills development and economic growth within the sub-sectors it operates namely: Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

MICT SETA is responsible for promoting and facilitating skills development in the Advertising, Film and Electronic Media, Telecommunications, Information Technology and Electronics sub-sectors. This includes identifying critical skills needs, developing relevant training programmes, and ensuring that South African individuals within these sectors receive quality education and training competent enough for the contemporary digital landscape.



The MICT SETA assumes a strategic position in guiding the skills development system within the MICT sector, with the overarching goal of fostering the South African populations' technological skills to meaningfully contribute to economic growth and improved socio-economic conditions. This strategic position is executed through sectors skills research and planning, quality assurance, workplace-based learning initiatives as well as SETA grant and education funding incentives.

The MICT SETA partners with industry, Universities and Technical and Vocational Education and Training (TVET) colleges (both public and private) amongst others 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 contributes towards addressing the requisite skills immeasurably.

The MICT SETA relies on strong stakeholder partnerships when scoping skills development needs and priorities as well as credible data in skills planning. This is to ensure effective implementation of demand-driven learning programmes that serve as effective bridges into the world of work.

The MICT SETA engages a diverse range of stakeholders from the Public and Private sector each playing a pivotal role in facilitating the delivery of high-quality innovative skills. This collective effort contributes substantially to the advancement of national economic growth.

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 currently made up of 30 866 companies spread across the five sub-sectors.



# 04

## WHY CHOOSE A CAREER IN THE MICT SECTOR?

The Information Technology sub-sector is the largest sub-sector, accounting for 55% of employers. This is followed by the electronics sub-sector with 16%, closely followed by the Telecommunications sub-sector with 15%. The Film and Electronic Media

accounts for 9%, declining from 11% in the previous financial year, this is the same with the advertising sub-sector which accounted for 6% in the 2023/24 financial year.

### Sub-sector distribution of employees:



Information  
Technology



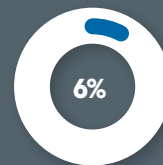
Electronics



Telecommunications



Film and Electronic  
Media

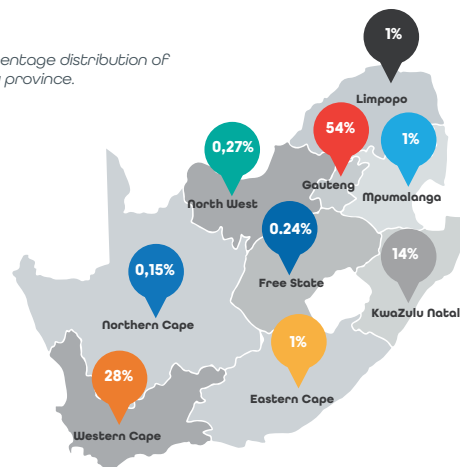


Advertising

## EMPLOYER DISTRIBUTION BY PROVINCE

Figure 2 on the right reflects the number of employers per province. Gauteng hosts the largest proportion of employers across the five sub-sectors 54% followed by the Western Cape with 28%. About 14% of employers are based in KwaZulu-Natal, while 1% are in Mpumalanga, Limpopo, and the Eastern Cape. Moreover, Northwest, Northern Cape and Free state have 0% presence.

Figure 2: Percentage distribution of employees by province.

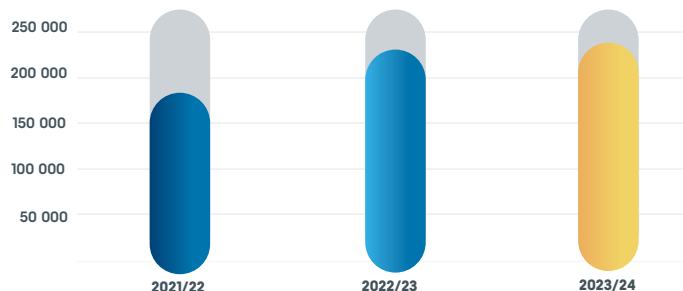


Source: MICT SETA Levy Huge File, 2023

## LABOUR MARKET PROFILE OF THE MICT SECTOR

It is important to understand the dynamics around employment within the MICT sector; through the new developments in the labour market between 2021/2022, 2022/23 and 2023/24. As shown in the Figure 3 below, the MICT sector experienced a slight decline in the number of employees recording 221 738 in 2023. There are several factors that can be attributed to this decline, most notably loadshedding. The country's economic growth trajectory does not look promising, the pressure is felt the most by small businesses, the high cost of alternative energy sources such as solar power or diesel-powered generators, Forces small firms to halt or close shop, limiting their ability to generate revenue, hence, the restructuring or lay-offs. Even well-established ones, and such as those in the telecoms are already laying off people, some planning to retrench about 15% of the workforce to ensure sustainability.

Figure 3: Employment in the MICT sector.

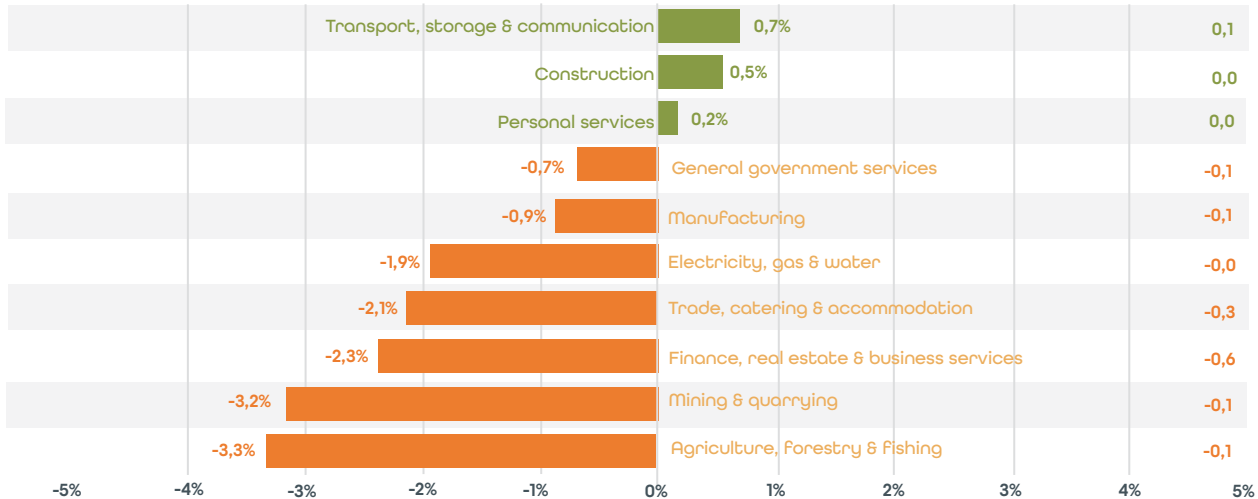


Source: MICT SETA Levy Huge File, 2023

## ECONOMIC PERFORMANCE

The MICT sector continues to become a key driver of economic growth, this has been the trend over the past decade. Reviewing the sector's performance, benchmarking it against the other economic sectors, in the 2022/23 Fourth quarter, the transport, storage & communication, construction, and personal services were at the bright spots. Transport, storage & communication made the largest positive impact, rising by 0,7% and contributing 0,1 of a percentage point to growth (Gross Domestic Product (GDP) 4tht Quarter, 2022). A practical illustration for this can be seen in the figure 4 below.

Figure 4: Sector Contribution to GDP



Source: (StatsSA, 2022)



# 05

## SOME OF THE FACTORS IMPACTING DEMAND FOR CERTAIN SKILLS

### THE FOURTH INDUSTRIAL REVOLUTION (4IR)

The Fourth Industrial Revolution (4IR) is a transformative phase of increased digitization and automation characterized by the convergence of digital technologies and physical systems, fundamentally altering traditional industrial and manufacturing processes. Marked by the integration of artificial intelligence, the Internet of Things, robotics, and advanced data analytics, 4IR represents a profound shift in how industries operate and interact. This revolution brings about unprecedented levels of connectivity, automation, and data-driven decision-making, reshaping economies, societies, and the global landscape.

In the MICT sector, 4IR's influence is particularly profound, fostering innovation, efficiency, and enhanced connectivity. The use of automation, smart technologies, and artificial intelligence has not only made processes more efficient but has also created new opportunities for augmented reality and personalized content delivery. Moreover, 4IR's relevance in the MICT sector extends beyond operational enhancements; it is a

catalyst for new business models, entrepreneurial opportunities, and new professions. As the sector continues to evolve in the era of 4IR, professionals and organisations must embrace these transformative technologies to stay agile, competitive, and at the forefront of delivering impactful and forward-thinking solutions in the digital age.

Furthermore, the world is 3 years into the post pandemic period and much of the evidence cannot be deniably ignored that the pandemic has brought the opportunity for companies to re-evaluate their adoption of digital technology strategies. This transition into the digital era has evidently brought a shift in the demand for digital skills with many firms and industries seeking higher skilled employees to ensure a smooth transition towards a digitalised future. Research reveals that Covid-19 has not significantly altered the demand for skills in the manufacturing firms. Mostly, notable increases in demand have been observed for soft skills (24%), human-computer interaction skills (37%), and STEM skills (26%), all this can be attributed to the Covid-19 pandemic (Avenyo et al., 2022).



## REMOTE WORK, CYBER SECURITY AND DIGITAL TRANSFORMATION

Prior to the Covid-19 outbreak people were already exercising some form of working from home or limited physical office hours. The increased globalisation of the workforce was the catalyst for the emergence of this new era of employment. In the context of African continent for example, South Africa and Nigeria had significant number of individuals working remotely for companies based in the United States before the outbreak of Covid-19. This signifies remarkable shift from traditional employment settings of the past.

These factors have not only influenced the workplace, but they have also altered the manner in which education and training are consumed. It is important to note that the advancements in technology and the disruption in the ways in which we consume education and experience the world of work necessitate a different mindset. This is due to the fact that the process of preparing for work has become more complex, and the most significant challenge is simply maintaining a job in the absence of reskilling. In general, the demand for skills in the MICT sector is influenced by a combination of technological advancements, industry trends, regulatory requirements, and evolving business needs. Professionals who remain informed about industry advancements and consistently enhance their abilities will be well-equipped to satisfy the requirements of this dynamic sector.





The MICT SETA embarked on a process of developing qualifications to respond to the digital and Future skills gaps introduced by the technological advancements that are identified as key change drivers affecting the MICT sector.

# 06

## LEARNING AND CAREER PATHWAYS IN THE MICT SECTOR

As you embark on selecting your subjects in Grade 9, it's essential to consider both your passions and your future career aspirations. Naturally, choosing subjects you love increases the likelihood of excelling in them. However, it's equally important to make informed choices aligned with your intended career path. STEM subjects, science, technology, engineering, and mathematics are highly valued in today's industries, which have witnessed significant advancements in technology, finance, and communications.

There is growing pressure on young individuals to excel in maths and science, as these subjects often serve as prerequisites for admission to institutions of higher learning. Therefore, while selecting subjects, it is wise to balance your interests with the demands of the ever-evolving job market.

The focus on STEM has increasingly caught attention of many academics globally and within South Africa. This is due to the fact that the STEM subjects have been instrumental in enhancing the opportunities for learners to pursue flexible mobility in their post-matriculation careers and higher education. In addition to this, evidence has suggested that STEM subjects were favoured

in post matric traineeship programmes due to their potential to allow learners to effectively adapt to such programmes. If, when the time comes to select your subjects, you have no clear vision of what your future holds, it is advisable to not drop maths, particularly as the absence of it will seriously limit your career options. Taking maths literacy in place of maths will also narrow your options as maths literacy is often not an accepted entry subject in commerce, engineering, the built environment, information technology, health sciences or science to mention just a few programmes.

There are vast pathways to the MICT sector. Working in the MICT sector does not require only University qualification, but at all levels of education beyond Grade 11, a learner can be trained in programmes she or he qualifies for. For example, some learnership programmes and skills programmes require Grade 11 to qualify and a learner may follow articulation processes to obtain Recognition of Prior Learning (RPL) certification. The goal of articulation is to ensure that learners and/or students can transfer their credits, skills, and knowledge from one institution or programme to another without unnecessary repetition



or loss of credits. Other than skills programmes and learnerships, Adult Education and Training (AET) programmes, are other options for a learner who has schooling level below a Matric pass. Also included are Nated programmes (N) offered at TVET Colleges. A complete N programme can lead to a qualification equivalent to NQF 4, that is equivalent to matric (Grade 12). And again, learners can apply for admission to study a qualification requiring matric, of course dependent on a programme and specific higher education institution's requirements.

With regard to a learner who has completed matric and would like to pursue studies leading to potential career opportunities in the MICT sector, a number of universities differ slightly in terms of admission requirements. It is highly recommended that learners familiarise themselves with each higher education institution early during their matric year so that they can prepare accordingly.

In response to the rapid 4IR, the MICT SETA has developed a digital skills strategy solutions and a 4IR advisory committee to provide input and guidance on the major technological shifts, innovation and workforce strategies that will impact skills planning and implementation. It is important to also recognise that 4IR, also covers other sub-sectors such as Film & Electronic Media which are also called to the fore by occupations such as Multimedia Specialist and their importance in virtual and augmented reality and 4D animation.

To sell 4IR to consumers, ICT Sales Representatives with strong product and technical knowledge will be involved across the entire spectrum of 4IR. For 4IR to exist, identified technologies such as 5G should be recognised as an enabler. The MICT SETA embarked on a

process of developing qualifications to respond to the digital and future skills gaps introduced by the technological advancement. To date, 52 occupational qualifications that align to the demand of the 4IR have been developed in partnership with the Quality Council for Trades and Occupations (QCTO) and other relevant stakeholders. The following are the qualifications that have been developed by the SETA:





## FULL 4IR OCCUPATIONAL QUALIFICATIONS

	Qualification Name	Occupational Code	Occupational Title	NQF Level	Credits
1	Occupational Certificate: Artificial Software Developer	251201	AI Developer	5	209
2	Occupational Certificate: Cloud Administrator	252301	Cloud Administrator	4	149
3	Occupational Certificate: Cybersecurity Analyst.	252901	Cybersecurity Analyst.	5	173
4	Occupational Certificate: Design Thinking Innovation Lead.	242102	DT Lead	4	160
5	Occupational Certificate: Design Thinking Practitioner.	251102	DS Practitioner	5	100
6	Occupational Certificate: Quality Test Automator.	251901	Quality Test Automator	5	179
7	Occupational Certificate: Software Developer.	251201	Software Developer	5	220
8	Occupational Certificate: Data Science Practitioner.	251102	DS Practitioner	5	185
9	Occupational Certificate: E -waste Operator Controller.	311906	E-waste Operation	4	167
10	Occupational Certificate: Internet of Things.	251201	IOT Developer	4	141
11	Occupational Certificate: Robotic Processing Automation Developer	251201	RPA Developer	5	185



	Qualification Name	Occupational Code	Occupational Title	NQF Level	Credits
12	Occupational Certificate: Mobile Computing Technician Devices	672205	Mobile Computing Technician Devices	4	172
13	Occupational Certificate: Drone Technician	311401	Drone Technician	4	212
14	Occupational Certificate: Remote Piloting Aircraft	733211	Remotely Piloted Aircraft Systems Pilot	4	128
15	Occupational Certificate: Remote Piloting Technician	311401	(RPAS) Technician	4	212
16	Occupational Certificate: Blockchain	251201	Advanced Occupational Certificate: Blockchain Developer	6	284
17	Occupational Certificate: 3D Printing	713201	Advanced Occupational Certificate: 3D Printing Technical Administrator	6	252
18	Occupational Certificate: Xtended Reality	251301	Advanced Occupational Certificate: Extended Reality Developer (XR)	6	218
19	Occupational Certificate: Optical Fibre	672202	Higher Occupational Certificate: Fibre Optic Technician	5	219
20	Occupational Certificate: Quantum Computing		Quantum Computing	5	179
21	Occupational Certificate: Embedded Systems Developer	311401	Embedded Systems Developer	5	183
22	Occupational Certificate: PCB Design Technician Fabrication	311401	Printed Circuit Board Design Technician	4	169



	Qualification Name	Occupational Code	Occupational Title	NQF Level	Credits
23	Occupational Certificate: Automotive Ethernet Technician	214402	Automotive Ethernet Technician	5	125
24	Occupational Certificate: Electronic Engineering Technician	311401	Electronic Engineering Technician	4	137
25	Occupational Certificate: Data Science Engineer	251102	Data Engineer (Entry Level)	5	165
26	Occupational Certificate: Cryptographer	252901	Cryptographer	5	146

#### 4IR Part Qualifications

27	Mobile Device Repairer (Part qualification)	672205	Mobile Computing Technician Devices	4	
28	Laptop Repairer (Part qualification)	672205	Mobile Computing Technician Laptop Repairer	4	
29	Wearable Repairer (Part qualification)	672205	Mobile Computing Technician Wearables	4	
30	Accessories Repairer (Part qualification)	672205	Mobile Computing Technician Accessories	4	
31	Peripherals Repairer	672205	Mobile Computing Technician Peripheral	4	



## 4IR SKILLS PROGRAMME

	Name	NQF Level	Credits		
32	Fifth Generation (5G)	4	16		
33	Technopreneur	4	60		
34	Java Programmer	4	53		
35	Cybersecurity Defender	4	60		
36	Python Programmer	4	60		
37	HTML Programmer	4	60		
38	Java Programmer	4	60		
39	Java script Programmer	4	60		
40	Scrum	5	36		
41	Agile	5	33		
42	Apache Groovy	5	63		
43	UI/UX	5	43		
44	Reactive Native	5	40		
45	Go Groovy	5	59		
46	Ruby	5	59		
47	Digital Terrestrial TV Decoder Installer	5	42		



	Name	NQF Level	Credits		
48	Digital Product Designer	5	43		
49	Digital Literacy Trainer	5	39		
50	ICT Trainer	4	46		

#### 4IR SKILLS PROGRAMME

51	Occupational Certificate: Cloud Administrator	4	149		
52	Occupational Certificate: Design Thinking Innovation Lead	4	160		
53	Occupational Certificate: Design Thinking Practitioner	4	100		
54	Occupational Certificate: Software Developer	5	220		
55	Occupational Certificate: Quality Test Automator	5	179		
56	Occupational Certificate: Data Science Practitioner	5	185		
57	Occupational Certificate: Artificial Intelligence Software Developer	5	209		
58	Occupational Certificate: Cybersecurity Analyst	5	173		
59	Advanced Occupational Certificate: Extended Reality Developer	6	218		





	Qualification	NQF level	Qualifications Credits	Qual ID
1	Occupational Certificate: Cloud Administrator	4	149	118699
2	Occupational Certificate: Design Thinking Innovation Lead	4	160	118699
3	Occupational Certificate: Design Thinking Practitioner	4	100	118705
4	Occupational Certificate: Software Developer	5	220	118707
5	Occupational Certificate: Quality Test Automator	5	179	118789
6	Occupational Certificate: Data Science Practitioner	5	185	118708
7	Occupational Certificate: Artificial Intelligence Software Developer	5	209	118792
8	Occupational Certificate: Cybersecurity Analyst	5	173	118986



## LIST OF APPROVED MICT SETA SKILLS PROGRAMMES

	Skills Programme Descriptor	NQF Level	Credits
1	Fifth Generation (5G) Cellular Network Administrator	4	16
2	Technopreneur	4	60
3	Java Programmer	4	53
4	Cybersecurity Defender	5	6

In the table below is a presentation of all levels of education according to the National Qualifications Framework (NQF). It is important to familiarise yourself with these NQF levels as the institutions of higher education often make reference to them when presenting their requirements for specific programmes and also refer to NQF levels when referring to

different qualifications in their institutions. For example an Honours Degree is equivalent to NQF level 8 as shown on the table below.



## NATIONAL QUALIFICATION FRAMEWORK (NQF) LEVELS

NQF Level	Description
<b>Level 1</b>	Grade 9, Adult Education and Training (AET) Level 1, and other basic literacy and numeracy programmes.
<b>Level 2</b>	Grade 10, AET Level 2, and other basic education and training programmes.
<b>Level 3</b>	Grade 11, AET Level 3, and further education and training programmes.
<b>Level 4</b>	Grade 12, National Senior Certificate (NSC), National Certificate (Vocational), and other vocational qualifications at a basic level.
<b>Level 5</b>	Higher Certificate, Advanced National Certificate, and other vocational qualifications at an intermediate level.
<b>Level 6</b>	Diploma, Advanced Diploma, and other vocational qualifications at an advanced level.
<b>Level 7</b>	Bachelor's Degree, Advanced Diploma, Postgraduate Certificate, and other qualifications at an undergraduate level.
<b>Level 8</b>	Honours Degree, Postgraduate Diploma, and other qualifications at a postgraduate level.
<b>Level 9</b>	Master's Degree and other qualifications at a master's level.
<b>Level 10</b>	Doctoral Degree (Ph.D.) and other qualifications at a doctoral level.



### Qualification and Occupation Mapping

The MICT SETA initiated a process of mapping key occupations in the sector to various qualifications and learning pathways. From this mapping exercise the MICT SETA gained intelligence and insights from the sector in terms of how to address key occupations in the sector. It is anticipated that the Sectoral Priority Occupations and Interventions' list identified will help address the skills shortages in the sector, as well as enable the employers in the Sector to bridge the gap between skills demand and supply. The table below provides a list of possible qualifications mapped to occupations in the sector.

### Higher Education Programmes linked to Career Prospects or Job Roles

Qualifications	Career Prospects/Job Roles
<b>BSc. or National Diploma majoring in:</b> <ul style="list-style-type: none"> <li>• Business Computing</li> <li>• Computer Engineering</li> <li>• Computer</li> <li>• Science/ Studies/ Systems</li> <li>• IT (Web Design &amp; Development)</li> <li>• Information Systems/ Technology</li> </ul>	<ul style="list-style-type: none"> <li>• ICT Systems Analyst</li> <li>• Web Technician</li> <li>• Systems Administrator</li> <li>• Computer Network Technician</li> <li>• Software Developer</li> <li>• Computer Network and Systems Engineer</li> <li>• ICT Security Specialist</li> </ul>
<b>B. Arts/Learnerships majoring in:</b> <ul style="list-style-type: none"> <li>• Acting</li> <li>• Drama and Performance Studies</li> <li>• Film and Television</li> </ul>	<ul style="list-style-type: none"> <li>• Actor</li> <li>• Director</li> </ul>

Qualifications	Career Prospects/Job Roles
<b>B. Arts/Learnerships majoring in:</b> <ul style="list-style-type: none"> <li>• Audio-Visual Communication</li> <li>• Translation and Professional Writing</li> <li>• Creative writing</li> </ul>	<ul style="list-style-type: none"> <li>• Scriptwriter</li> <li>• Creative Director</li> </ul>
<b>B.Com/Nat.Dipl/Learnership majoring in:</b> <ul style="list-style-type: none"> <li>• Strategic Brand Management</li> <li>• Digital Marketing</li> <li>• BA Creative Brand Communications</li> <li>• Marketing Management/ Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Brand Strategist</li> <li>• Brand Auditor</li> <li>• Digital Marketing Strategist</li> <li>• Copywriter</li> <li>• Social Media Coordinator</li> </ul>
<b>Diploma/Learnerships/Higher Certificates in:</b> <ul style="list-style-type: none"> <li>• Marketing &amp; Advertising Communications</li> <li>• Art Direction Diploma</li> <li>• Graphic Design</li> <li>• Copywriting</li> </ul>	<ul style="list-style-type: none"> <li>• Creative Director</li> <li>• Campaign Coordinator</li> <li>• Graphic Designer</li> <li>• Digital marketer</li> </ul>
<b>Dipl./Learnerships/Nat. Certificates in:</b> <ul style="list-style-type: none"> <li>• Electronic/ Engineering Studies</li> <li>• InFormation Technology (Networking)</li> <li>• Telecommunications</li> <li>• InFormation Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Telecommunications Technician</li> <li>• Computer Network Technician</li> <li>• Systems Administrator</li> <li>• Electronic Engineering Technician</li> </ul>

Source: DHET, the National Career Advice Portal, 2022



# 08

## THE TOP TEN SECTOR PRIORITY OCCUPATIONS WITHIN THE MICT SECTOR

Occupation Code	Qualifications	Career Prospects/Job Roles
2021-251201	Software Developer	<ul style="list-style-type: none"> <li>• Software Architect</li> <li>• Information Architect Software</li> <li>• Software Designer</li> <li>• Software Engineer</li> <li>• ICT Risk Specialist</li> </ul>
2021-252301	Computer Network and Systems Engineer	<ul style="list-style-type: none"> <li>• Computer Systems / Service Engineer</li> <li>• Systems Integrator</li> <li>• Computer Systems Integrator</li> <li>• Network Engineer</li> <li>• Communications Analyst (Computers)</li> <li>• Systems Engineer</li> <li>• Network Support Engineer</li> <li>• ICT Customer Support Officer</li> <li>• Network Programmer / Analyst</li> <li>• Computer Network Engineer</li> </ul>



Occupation Code	Qualifications	Career Prospects/Job Roles
2021-251101	ICT Systems Analyst	<ul style="list-style-type: none"> <li>• Computer Analyst</li> <li>• ICT Systems Contractor</li> <li>• ICT Systems Coordinator</li> <li>• Capacity Planner Computing</li> <li>• LAN / WAN Consultant / Specialist</li> <li>• ICT Systems Architect</li> <li>• Systems Programmer</li> <li>• Internet Consultant / Specialist</li> <li>• ICT Systems Consultant</li> <li>• ICT Business Systems Analyst</li> <li>• ICT Systems Specialist</li> <li>• ICT Systems Advisor</li> <li>• ICT System Designer</li> <li>• ICT Systems Strategist</li> </ul>
2021-252301	Computer Network and Systems Engineer	<ul style="list-style-type: none"> <li>• Computer Systems / Service Engineer</li> <li>• Systems Integrator</li> <li>• Computer Systems Integrator</li> <li>• Network Engineer</li> <li>• Communications Analyst (Computers)</li> <li>• Systems Engineer</li> <li>• Network Support Engineer</li> <li>• ICT Customer Support Officer</li> <li>• Network Programmer / Analyst</li> <li>• Computer Network Engineer</li> </ul>
2021-242101	Management Consultant (Business Analyst)	<ul style="list-style-type: none"> <li>• Management Consulting Specialist</li> <li>• Superannuation Transitions Specialist</li> <li>• Technology Development Coordinator</li> <li>• Operations Analyst</li> <li>• Service Solutions Project Manager</li> <li>• Small Business Consultant / Mentor</li> <li>• Capital Expenditure Analyst</li> <li>• Commercial Analyst</li> <li>• Corporate Planner</li> <li>• Farm Management Consultant</li> <li>• Business Coach</li> </ul>

Occupation Code	Qualifications	Career Prospects/Job Roles
		<ul style="list-style-type: none"> <li>Financial Systems Advisor</li> <li>Resource Development Analyst</li> <li>Purchase Advisor</li> <li>Business Support Project Manager</li> <li>Strategic Developer / Facilitator</li> <li>Business Consultant</li> <li>Management Reporting Analyst</li> <li>Business Turnaround Management Consultant</li> <li>Ecommerce Programme Manager</li> </ul>
2021-252901	ICT Security Specialist	<ul style="list-style-type: none"> <li>Internet Security Architect / Engineer / Consultant</li> <li>Security Administrator</li> <li>ICT Security Architect</li> <li>Database Security Expert</li> <li>Information Technology Security Manager</li> </ul>
2021-251301	Multimedia Specialist	<ul style="list-style-type: none"> <li>Digital Media Specialist</li> <li>Multimedia Developer</li> <li>Graphical Programmer</li> <li>Computer Games Programmer</li> <li>Multimedia Programmer</li> <li>Animation Programmer</li> </ul>
2021-243403	ICT Sales Representative	<ul style="list-style-type: none"> <li>Computer Consultant</li> <li>Computer Software Support Consultant</li> <li>Computer Systems Consultant</li> </ul>
2021-251202	Programmer Analyst	<ul style="list-style-type: none"> <li>Software Configuration / Licensing Specialist</li> <li>Designer (Hardware - Digital / Software)</li> <li>Architect (Applications / Call Centre / Computing / Desktop / Ecommerce)</li> <li>Education Systems Coordinator</li> <li>Computing (Development / Field) Engineer</li> </ul>





Occupation Code	Qualifications	Career Prospects/Job Roles
		<ul style="list-style-type: none"> <li>• Cross Enterprise Integrator</li> <li>• Engineer (Applications / Content / IT / Software / Systems / WAN)</li> <li>• Architect (Enterprise / Internet / IT / Network / Software / Unix / Web)</li> <li>• Database Designer</li> </ul>
<b>2021-252901</b>	<b>ICT Security Specialist</b>	<ul style="list-style-type: none"> <li>• Internet Security Architect / Engineer / Consultant</li> <li>• Security Administrator</li> <li>• ICT Security Architect</li> <li>• Database Security Expert</li> <li>• Information Technology Security Manager</li> </ul>
<b>2021-251203</b>	<b>Developer Programmer</b>	<ul style="list-style-type: none"> <li>• ICT Developer</li> <li>• ICT Programmer</li> <li>• Applications Developer</li> </ul>
<b>2021-133102</b>	<b>ICT Project Manager</b>	<ul style="list-style-type: none"> <li>• ICT / IT / Computer Service Manager</li> <li>• ICT / IT / Computer Marketing Executive</li> <li>• ICT / IT / Computer Support Manager</li> <li>• Hardware Development Manager</li> <li>• ICT Project Director</li> <li>• ICT / IT / Computer Operations Manager</li> </ul>



**Navigating the selection of a suitable career path poses its own set of challenges, and the establishment of distinct career goals and objectives proves indispensable for progressing in one's professional journey. Contemporary professionals frequently undergo shifts in job titles, transitioning across different organisations, teams, and sectors throughout their careers. Yet, the process of selecting the right career path remains a formidable task. Hence, the question arises: How does one go about defining the fitting career goals?**

Emerging professionals should align their short- and long-term goals to their career ambitions. There are various forms of career progression namely Vertical, Horizontal and Hybrid.

#### **Vertical Career Progression:**

Description: Vertical progression is the most traditional form of career advancement, where individuals move up the hierarchical ladder within their current field or industry.

*How it works:* Employees climb the organisational hierarchy, moving from entry-level positions to supervisory roles, middle management, and eventually to executive or leadership positions. This progression often involves gaining more responsibilities, managing larger teams, and contributing to higher-level decision-making.

Example: A Software Developer advancing to a Senior Developer, then a Team Lead, and finally becoming a Project Manager.

#### **Horizontal or Lateral Career Progression:**

Description: Lateral progression involves moving across different roles or departments without necessarily climbing the hierarchical ladder. The focus is on acquiring diverse skills and experiences rather than moving strictly upward.

*How it works:* Instead of seeking promotion within the same role, individuals explore opportunities in different areas of the organisation or even transition to entirely different industries. This allows for the development of a broader skill set and a more holistic understanding of the business.

Example: An individual transitioning from a marketing role to a business development role.

#### **Diagonal or Hybrid Career Progression:**

Description: Diagonal or hybrid progression combines elements of both vertical and lateral career paths. It involves advancing both within the same field or role and exploring opportunities outside the current expertise.

*How it works:* Individuals pursue promotions within their current field while also taking on projects or roles that allow them to diversify their skill set. This approach seeks a balance between climbing the organisational hierarchy and gaining a broader range of experiences.

Example: An engineer becoming a team lead in their current department but also taking on cross-functional projects involving collaboration with marketing and sales teams.

Below are varied examples of career paths in the MICT Sector.

### **CYBERSECURITY CAREERS:**

#### **Entry Level - Junior Security Analyst:**

Responsibilities: Monitoring security alerts, performing vulnerability assessments, and assisting in incident response.

Skills Development: Familiarity with security tools, knowledge of common threats, and basic network security skills.

Certifications/Education: CompTIA Security+, Bachelor's degree in cybersecurity or related field.

#### **Mid-Level - Cybersecurity Specialist:**

Responsibilities: Specialising in areas like penetration testing, threat intelligence, or security architecture.

Skills Development: Advanced knowledge in a specific cybersecurity domain, proficiency in relevant tools, and incident handling.

Certifications/Education: Certified Information Systems Security Professional (CISSP), specialised certifications (e.g., Certified Ethical Hacker).

#### **Advanced Level - Cybersecurity Manager:**

Responsibilities: Leading cybersecurity teams, developing security policies, and ensuring compliance with industry regulations.

Skills Development: Leadership and management skills, understanding of risk management, and effective communication.

Certifications/Education: Certified Information Security Manager (CISM), Master's degree in cybersecurity or business.

#### **Executive Level - Chief Information Security Officer (CISO):**

Responsibilities: Overseeing the entire cybersecurity programme, advising on organisational risk, and participating in strategic decision-making.

Skills Development: Strategic leadership, risk management expertise, and effective communication at the executive level.

Certifications/Education: Certified Information Systems Security Professional (CISSP), advanced degrees in cybersecurity or business, executive leadership training.

### **BRAND STRATEGIST:**

#### **Entry Level - Junior Brand Strategist:**

- Responsibilities: Assisting in market research, competitor analysis, and contributing to the development of brand positioning strategies.
- Skills Development: Understanding brand identity, basic market research skills, and familiarity with branding tools.
- Certifications/Education: bachelor's degree in marketing, communications, or a related field.

#### **Mid-Level - Senior Brand Strategist (Vertical Progression):**

- Responsibilities: Leading brand strategy projects, managing client relationships, and developing comprehensive brand plans.
- Skills Development: Advanced market analysis, strategic thinking, and team leadership skills.
- Certifications/Education: Professional certifications in branding, continued education in marketing strategy.

#### **Mid-Level - Content Marketing Manager (Lateral Move):**

- \*Responsibilities: \* Overseeing content strategy aligned with brand goals, creating engaging content, and managing content teams.
- \*Skills Development: \* Content creation and distribution, SEO expertise, and understanding of digital marketing.
- \*Certifications/Education: \* Content marketing certifications, workshops in SEO and digital marketing.

### **Advanced Level - Director of Brand Strategy (Vertical Progression):**

- \*Responsibilities: \* Setting the overall brand strategy for the organisation, aligning brand initiatives with business objectives, and leading a team of brand strategists.
- \*Skills Development: \* Executive leadership, strategic planning, and effective communication at the organisational level.
- \*Certifications/Education: \* Executive leadership training, master's degree in business or marketing.
- \*\*Advanced Level - Innovation Strategist (Lateral Move): \*\*
- \*Responsibilities: \* Exploring new market trends, identifying opportunities for brand innovation, and collaborating with product development teams.
- \*Skills Development: \* Trend analysis, innovation management, and cross-functional collaboration.
- \*Certifications/Education: \* Innovation management certifications, workshops on emerging trends.

### **Executive Level - Chief Marketing Officer (Hybrid Role):**

- \*Responsibilities: \* Overseeing the entire marketing function, including brand strategy, content marketing, and innovation, aligning marketing efforts with overall business goals.
- \*Skills Development: \* Comprehensive marketing leadership, financial acumen, and collaboration with other executive leaders.
- \*Certifications/Education: \* Advanced degrees in business or marketing, executive leadership training.

These examples illustrate how individuals in the MICT sector can progress through various roles, gaining expertise and taking on greater responsibilities as they advance in their careers. The MICT sector offers diverse opportunities for specialisation, leadership, and career growth.



## CHECKING FOR AND CHOOSING ACCREDITED TRAINING PROVIDERS

The accreditation status of educational institutions holds paramount importance for students in their pursuit of knowledge and professional development. Accreditation serves as a quality assurance mechanism, ensuring that an institution meets predetermined standards of excellence in terms of faculty qualifications, curriculum design, infrastructure, and overall educational processes. Students who enrol in accredited institutions can be confident that they are receiving a high-quality education that is recognised and respected by employers, other educational institutions, and relevant professional bodies.

Accreditation also plays a crucial role in the transferability of credits between institutions, ensuring that students' academic achievements are universally acknowledged. Additionally, employers often prioritize candidates with degrees from accredited institutions, as it signifies a commitment to academic rigor and adherence to established educational standards. Ultimately, checking the accreditation status of an educational institution is a prudent and essential step for students, ensuring that their investment in education yields valuable and reputable qualifications that will open doors to future opportunities.

**Choosing a registered institution for tertiary education in South Africa is crucial for several reasons, below are some of those reasons:**

**Quality Assurance:** Registered institutions undergo rigorous quality assurance processes mandated by the Department of Higher Education and Training (DHET). This ensures that the education provided meets certain standards and that students receive a quality learning experience.

**Valid Qualifications:** Attending a registered institution ensures that the qualifications obtained are recognised and accepted both nationally and internationally. This is essential for pursuing further education or employment opportunities locally and abroad.

**Access to Financial Aid:** Registered institutions are often eligible to provide financial aid or access to government funding schemes, such as the National Student Financial Aid Scheme (NSFAS). This support can make tertiary education more accessible to students from diverse socio-economic backgrounds.

**Accreditation:** Registered institutions typically have their programmes accredited by professional bodies or councils relevant to their field of study. This accreditation adds credibility to the qualifications earned and ensures that graduates are adequately prepared for their chosen careers.



**Legal Protections:** Attending a registered institution provides legal protections for students, such as recourse mechanisms in case of disputes or grievances. This can include avenues for complaint resolution and protection of student rights.

**Transferability of Credits:** Credits earned at registered institutions are more likely to be transferable to other institutions, both domestically and internationally. This flexibility can be beneficial for students who need to change institutions or pursue further studies elsewhere.

**Employer Recognition:** Many employers prefer hiring graduates from registered institutions due to the assurance of quality education and recognised qualifications. This can enhance graduates' employability and career prospects.

Overall, choosing a registered institution for tertiary education in South Africa provides students with confidence in the quality and credibility of their education, as well as access to various support mechanisms and opportunities for advancement.

**Ways to check for accreditation:** You must check that the course you want to study is accredited. Sometimes the college itself is registered, but also offers nonaccredited short courses. There are bodies and structures in place to check if training providers offer accredited courses. Such structures are:

## VARIOUS QUALIFICATION AND CERTIFICATION BODIES

### SAQA

SAQA stands for the South African Qualifications Authority. SAQA is the statutory body in South Africa responsible for overseeing the development and implementation of the National Qualifications Framework (NQF). The NQF is a comprehensive system that facilitates the comparison of South African qualifications with those in other countries, ensuring consistency and quality in education and training.

### Ways to check SAQA verification:

Visit the SAQA website (<http://www.saqa.org.za/>).

Look for the "Verifications" or "Qualifications and Part Qualifications" section. Use the online verification tools provided on the website. Enter the name of the institution or the qualification you want to verify.

### QCTO

The Quality Council for Trades and Occupations (QCTO) is responsible for overseeing the design, development, accreditation, and certification of occupational qualifications. It operates within the framework of the National Qualifications Framework (NQF) and is one of the key bodies working to ensure the quality of vocational and occupational education and training in South Africa. Ways to check QCTO verification: National Learners' Records Database:

The QCTO maintains a National Learners' Records Database, which allows individuals to verify qualifications online. Visit the QCTO official website and look for a section related to verification or learner records. Use the online verification tools provided on the website. Enter the required information, such as the learner's ID number or qualification details, to check the status of the qualification.

### CHE

The Council on Higher Education (CHE) is an independent statutory body established to promote and oversee the quality of higher education in the country. It was created by the Higher Education Act of 1997 and is responsible for advising the Minister of Higher Education and Training on matters related to higher education policy and quality assurance.

Ways to check CHE verification: Council on Higher Education (CHE):

Visit the CHE website (<https://www.che.ac.za/>).

Look for a section related to accreditation or quality assurance.

Check for a list of accredited institutions or programs.

Use the search function or browse through the relevant sections to find the institution you are interested in.

The MICT SETA collaborates with industry partners, as well as both public and private universities and TVET colleges, to deliver educational programmes. Education is at the core of our organisation, and we actively facilitate an enabling environment for the implementation of learnerships, internships, bursaries, and skills programmes. Our focus is on uplifting and empowering individuals who aspire to enhance their skills. Additionally, we incorporate short Work - Integrated Learning (WIL) programmes, which are crucial for industry development. Guided by an educational strategy, we create opportunities for students to integrate disciplinary knowledge and apply skills in authentic professional work settings.

## TYPES OF TRAINING INTERVENTIONS

1

### LEARNERSHIP

A Learnership is an occupationally directed learning programme comprising both structured practical workplace (on-the-job) experience (70% of the content) and structured theoretical learning (30% of the content) conducted against registered Unit Standards at an accredited Training Institution. Learnerships are aimed at providing individuals with a blend of theoretical knowledge and hands-on experience in a specific field or occupation. These programmes are typically set out in partnership with employers, industry associations, and education and training providers. Learnerships often lead to a nationally recognised qualification and may include elements of skills development, mentorship, and assessment. Learnerships are beneficial for both the learner, who gains practical experience, and the employer, who contributes to shaping a skilled and industry-relevant workforce.

2

### INTERNSHIP

An internship is a temporary job opportunity where students or young professionals work at a company to gain practical experience in a specific field. In essence, internship is a short-term work experience offered by companies and organisations to give students or young professionals practical exposure to the working world. In South Africa, internships are particularly important because they help address high youth unemployment rates. By gaining work experience, young South Africans improve their employability. Many companies and government programs in South Africa offer internships to support skills development and economic growth. Overall, internships are a valuable stepping stone in your career journey, helping you gain the experience and skills needed to succeed in the job market.

3

### SKILLS PROGRAMME

A Skills Programme is a short learning intervention conducted against registered Unit Standards at an Accredited Training Institution, and the training programme must include a workplace component. It does not result in a Full qualification, but the accumulation of credit-bearing Skills Programmes may lead to or contribute towards a Full qualification.

4

### SHORT COURSE

A Short Course is any learning or development programme that is not credit-bearing towards an NQF registered qualification. Short Courses are not aligned to unit standards. Likely examples include:

- Courses on soft skills such as performing presentations, conflict management, negotiation, etc.
- Internal training hosted by one of your staff, Internal training hosted by an external trainer.
- e-Learning courses, Driver's license, Product Specific Training, Organisation Specific Training.



## DIFFERENCES BETWEEN A LEARNERSHIP AND AN INTERNSHIP

	LEARNERSHIP	INTERNSHIP
<b>Focus:</b>	Two distinct components: Theoretical and practical	Focused on practical training
<b>Training Content:</b>	Determined by NQF levels	Determined by employer
<b>Outcome Measurement:</b>	Credits are awarded for every unit successfully completed	Specific outcomes not defined or regulated
<b>Minimum entry Requirement:</b>	The minimum requirement is determined by the entry requirement of the qualification	Appropriate for those with degrees or diplomas
<b>Parties Involved:</b>	Agreement between a SETA, learner, employer and a training provider	Agreement between a SETA, employer and an intern



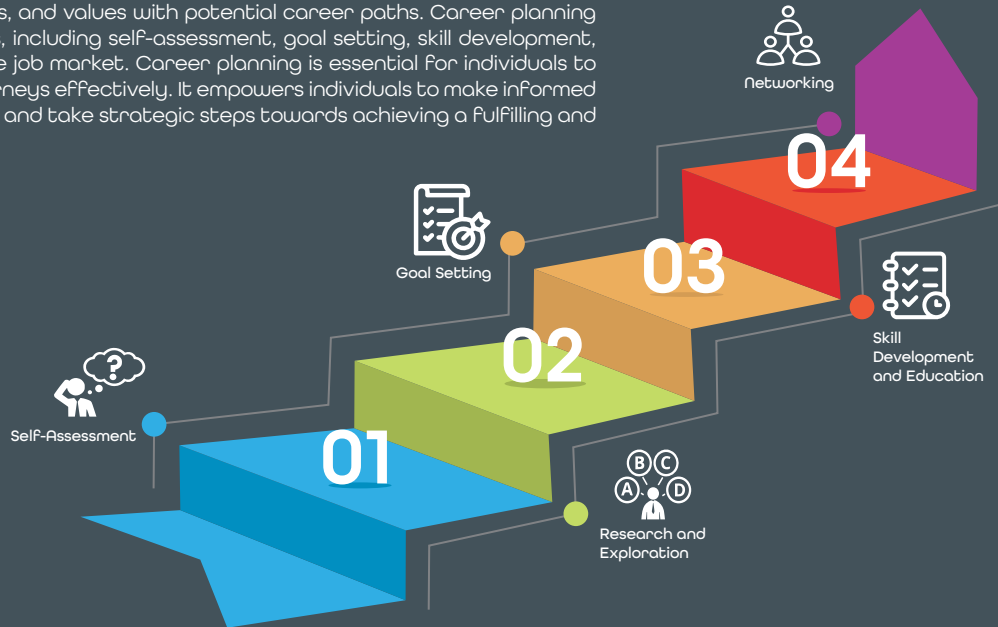
### What is a Vendor Specific Programme?

Vendor-Specific programmes are short, industry-related courses based on international exams. These programmes are designed to meet the global technological advancements in specific multinational companies or in some local business units that are using such technologies.



# 12 [ PLANNING YOUR CAREER ]

Career planning is a systematic and ongoing process of setting professional goals, evaluating individual strengths and weaknesses, exploring career options, and developing strategies to achieve one's desired career outcomes. It involves a series of intentional steps to align personal skills, interests, and values with potential career paths. Career planning encompasses various elements, including self-assessment, goal setting, skill development, and adapting to changes in the job market. Career planning is essential for individuals to navigate their professional journeys effectively. It empowers individuals to make informed decisions, set meaningful goals, and take strategic steps towards achieving a fulfilling and successful career.





### 1. SELF-ASSESSMENT:

Start by conducting a thorough self-assessment to understand your interests, values, skills, and personal preferences. Reflect on your strengths, weaknesses, passions, and long-term goals. Consider what aspects of work bring you satisfaction and fulfilment. Self-awareness is the foundation of effective career planning. By understanding yourself, you can align your career choices with your values and aspirations. Reflect on your achievements, gather feedback, and identify areas where you excel and areas for improvement.

01



### 2. RESEARCH AND EXPLORATION:

Explore various career options and industries that align with your skills and interests. Research potential employers, job roles, and industry trends. Attend career fairs, networking events, and informational interviews to gain insights into different professions. Consider the required qualifications and the demand for specific skills in the job market.

A well-informed decision requires thorough research. Explore diverse career paths to broaden your perspective and discover opportunities you may not have considered. Networking with professionals in your areas of interest can provide valuable insights and guidance.

02



### 3. GOAL SETTING:

Set clear and achievable short-term and long-term career goals. Define the skills and qualifications you need to acquire, the industries you want to explore, and the positions you aspire to reach. Break down your goals into smaller, manageable steps.

Goals provide direction and motivation. By establishing measurable and realistic objectives, you create a roadmap for your career progression. Regularly revisit and reassess your goals to adapt to changing circumstances and aspirations.

03





#### 4. SKILL DEVELOPMENT AND EDUCATION:

Identify the skills and qualifications required for your chosen career path. Assess any gaps in your current skill set and seek opportunities for further education, training, or certifications. Consider formal education, workshops, online courses, or on-the-job learning experiences.

Continuous skills development is crucial in today's dynamic job market. Stay adaptable by acquiring new skills and staying current with industry trends. Invest in both technical and soft skills to enhance your employability and effectiveness in diverse work environments.

04



#### 5. NETWORKING:

Cultivate a professional network by connecting with colleagues, mentors, industry professionals, and peers. Attend networking events, join professional organisations, and engage in online communities. Building meaningful relationships can provide valuable insights, mentorship, and potential career opportunities.

Networking is a powerful tool for career advancement. Establishing connections within your industry allows you to learn from others' experiences, gain advice, and access hidden job markets. Remember to maintain and nurture your network by being genuine, supportive, and proactive.

In conclusion, effective career planning is a dynamic and ongoing process. It involves self-reflection, thorough research, goal setting, skill development, and building a network of professional relationships. By following these steps, individuals can make informed decisions, adapt to changes in the job market, and work towards achieving their long-term career objectives.

05



# 13 [ PREPARING YOUR CV AND LANDING THE JOB ]

## PREPARING YOUR CV

### 1. Gather Information:

Collect all pertinent details about your education, work experience, skills, accomplishments, certifications, and any other information that highlights your qualifications and suitability for the desired role.

### 2. Select a CV Format:

Choose an appropriate CV format based on your experience and industry standards. Common options include chronological, functional, or a hybrid format. Ensure the chosen format effectively showcases your strengths and achievements.

### 3. Create a Header:

Start your CV with a clear and concise header containing your full name, contact information (phone number, email address), and optionally, a link to your LinkedIn profile.

### 4. Craft a Compelling Personal Statement or Objective:

Write a brief personal statement or objective that outlines your career goals, key skills, and what you bring to the position. Tailor this section to align with the specific job or industry you're targeting.

NAME  
SURNAME  
JOB TITLE HERE

ABOUT

Company Name Here  
Enter Your Job Position  
2020 - Present

WORK EXPERIENCE

Company Name Here  
Enter Your Job Position  
2018 - 2020

HOBBIES

Hobbies-1 Hobbies-2 Hobbies-3  
Hobbies-4 Hobbies-5 Hobbies-6

NAME  
SURNAME  
JOB TITLE HERE

CONTACT

Street Address, City Name  
Country, Zip-0000  
+000-000-000-000  
example@gmail.com  
www.example.com

ABOUT

Company Name Here  
Enter Your Job Position  
2022 - Present

WORK EXPERIENCE

Company Name Here  
Enter Your Job Position  
2018 - 2020

EDUCATION

Degree Name Here  
University Name Here  
2020 - 2021

SKILLS

Skill Name - 01  
Skill Name - 02  
Skill Name - 03

REFERENCES

Name Surname  
Company/Address Here  
P: +00-000-000-000

HOBBIES

Hobbies-1 Hobbies-2 Hobbies-3  
Hobbies-4 Hobbies-5 Hobbies-6

## 5. Highlight Your Education:

List your educational qualifications in reverse chronological order, including the institution's name, degree earned, major or field of study, graduation date, and any relevant academic achievements.

## 6. Detail Your Work Experience:

Present your work history in reverse chronological order, starting with your most recent role. Include the job title, company or organisation name, location, and dates of employment. Provide concise yet detailed descriptions of your responsibilities and achievements.

## 7. Showcase Your Skills:

Dedicate a section to highlight your key skills, encompassing both hard skills (technical or job-specific) and soft skills (communication, teamwork, leadership). Tailor this section to match the job requirements.

## 8. Include Additional Sections (if relevant):

Add sections that bolster your CV, such as certifications, professional memberships, language proficiency, or pertinent volunteer experience. Tailor these sections to emphasize skills and experiences relevant to the job you're pursuing.

## 9. Quantify Achievements:

Whenever possible, quantify your accomplishments with specific numbers or percentages to lend credibility and provide context to your achievements.

## 10. Use Action Verbs:

Start each bullet point in the work experience section with action verbs to convey a proactive approach and highlight your contributions. Examples include "implemented," "managed," "achieved," and "collaborated."

## 11. Tailor For Each Job Application:

Customise your CV for each application by emphasizing the most relevant skills and experiences. Incorporate keywords from the job description to demonstrate alignment with the role.

## 12. Check Formatting and Consistency:

Ensure your CV maintains a clean and consistent format throughout. Use a professional font, maintain consistent spacing, and meticulously check for grammatical errors to ensure readability and visual appeal.

## 13. Include a References Section (Optional):

Unless specified otherwise, mention "References available upon request" at the end of your CV. Prepare a separate list of references to provide if requested.

## 14. Proofread:

Thoroughly proofread your CV to catch any spelling or grammatical errors. Consider seeking input from a friend or mentor for fresh perspectives.

## 15. Save and Send in PDF Format:

Save your CV as a PDF to preserve formatting across various devices. When submitting your application, adhere to the employer's preferred format guidelines. By following these steps, you can develop a well-structured and tailored CV that effectively showcases your qualifications and experience.

## LANDING THE JOB

For emerging professionals navigating the fiercely competitive job market, a strategic approach is imperative to stand out and secure employment. To begin, concentrate on bolstering your online presence by optimizing your LinkedIn profile to harmonize with your resume. Customising your resume for each application is paramount, highlighting pertinent skills and experiences tailored to the specific role.

Engage actively in networking endeavours both online and offline, actively participating in industry events and connecting with professionals in your chosen field. Utilise internships, freelance projects, or volunteer opportunities to garner hands-on experience and underscore your dedication to continuous growth and learning.

During interviews, articulate your passion for the industry, showcase your adaptability, and furnish concrete examples illustrating how your skills seamlessly align with the employer's requirements. Additionally, never underestimate the significance of sending a thank-you email following interviews; it serves to reinforce your interest in the position and underscores your professionalism.

Persistence, adaptability, and a proactive stance toward skill enhancement will substantially elevate your prospects of securing the job you aspire to attain.

### After the big hire

As a young professional entering the workforce, your success extends beyond securing the job; it relies heavily on your conduct and performance within the workplace. First and foremost, approach your new role with a positive and proactive mindset. Be eager to learn, listen attentively, and seek guidance when needed. Establish strong communication skills, both verbal and written, and actively participate in team activities. Demonstrate reliability by meeting deadlines and fulfilling commitments. Cultivate professional relationships by being respectful, collaborative, and approachable. Take initiative in identifying opportunities for improvement and contribute fresh perspectives. Embrace feedback as a tool for growth and continuously invest in expanding your skills. Finally, maintain a balance between work and personal life to ensure long-term sustainability and well-being. By embodying these principles, you not only enhance your professional reputation but also contribute positively to the overall dynamics of the workplace.

The higher education system comprises 26 universities differentiated into eleven (11) traditional, nine (9) comprehensive and six (6) Universities of Technology (UoTs), while the private higher education sector currently consists of 132 registered Private Higher Education Institutions (PHEIs). These universities are responsible for generating a skilled workforce and yield academics who are able to produce the research output and innovation needed to drive economic growth in the country (Department of Higher Education and Training, 2022). Below is the list of all TVET colleges' contact details for your use. For further information, please utilise websites of the institutions (For both TVET colleges and Universities).

## 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



Province	Institution	Financial Aid contact details
<b>GAUTENG</b>	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
<b>KWA-ZULU NATAL</b>	Coastal	031 9057 200
	Elangeni	031 7166 700
	Esayidi	039 3181 433
	Majuba	034 3264 888
	Umfolozi	035 9029 503
	UMgungundlovu	033 3412 101
<b>LIMPOPO</b>	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
<b>MPUMALANGA</b>	Ehlanzeni	013 7527 105
	Gert Sibande	017 7129 040
	Nkangala	013 6901 430



Province	Institution	Financial Aid contact details
<b>NORTH WEST</b>	Orbit Taletso Vuselela	014 5928 461 018 3842 346 018 4067 800
<b>NORTHERN CAPE</b>	Northern Cape Rural Northern Cape Urban Boland	054 3313 836 053 8392 000 021 8867 111
<b>WESTERN CAPE</b>	Lephalele Letaba Mopani South east Sekhukhune Vhembe Waterberg	014 7632 252 015 3075 440 015 7815 721 013 2690 278 015 9633 156 015 4918 581





“

**“Education is the most powerful  
weapon which you can use to  
change the world”**

Nelson Mandela





## NKOSINATHI'S INCREDIBLE JOURNEY FROM THE MICT SETA ACCREDITED SKILLS PROGRAMME TO DEAL OR NO DEAL

Nkosinathi Mgweba, a talented Series Director, has achieved great success in the television industry as he continues to make waves on the popular show Deal or No Deal that is flighted on SABC 1. Nkosinathi's inspiring story is a testament to his hard work, dedication, and the opportunities provided by the MICT SETA and SA Film Academy.

After completing an NQF Level 5 Virtual Production Skills Programme, he leveraged his newfound expertise to audition for the Deal or No Deal show. Having had prior experience in the field and being equipped with the production skills, Nkosinathi impressed the casting directors and secured a position on the show. It did not take long for the team to recognise his exceptional talent, and he quickly progressed in his career.

Today, Nkosinathi proudly serves as one of the main Series Directors for Deal or No Deal, responsible for overseeing the creative aspects of the show.

Nkosinathi's journey from the MICT SETA accredited skills programme to Deal or No Deal is a remarkable case of how MICT SETA skills development programmes can open doors to exciting opportunities in the industry. The Virtual Production Skills Programme provided Nkosinathi with all the necessary tools and knowledge to excel in his field, and he made the most of the opportunity by showcasing his talent and dedication. His perseverance and determination serve as a reminder that hard work pays off, and that with the right training and opportunities, anyone can achieve their goals.



## HANDS-ON TRAINING WITH ANIMATION HOUSE TRIGGERFISH

Cape Town based Triggerfish is a leading African animation studio. The Company has 26-years of animation experience and has received discretionary Funding From MICT SETA since 2010. These Funds have allowed Triggerfish to provide internships and bursaries, paving the way for emerging animation creatives with beneficiaries landed key roles, including as Production Designers, Animation Supervisors, and Directors.

Triggerfish continues to captivate audiences worldwide with recent productions that include Mama K's Team 4 For Netflix, Kiya & The Kimoja Heroes, and an anthology of short films, Kizazi Moto, For Disney and Disney+. The studio also produced a short film for LucasFilm's Star Wars Visions Season 2, which was directed by Ms. Nadia Darries, a former MICT SETA beneficiary, leading animator, and SAFTA-winning director.

Triggerfish has co-produced several award-winning films, including the Academy Award nominated Roald Dahl adaptation, Revolting Rhymes, and much-loved Julia Donaldson and Axel Scheffler adaptations The Snail and the Whale, Zog, and Stick

Man. More recently, the studio has also produced three feature films - Adventures in Zambezia, Khumba, and Seal Team, which cracked the weekly Netflix Top 10 global chart upon its release. These films have made a splash globally, positioning the studio as a South African-based, globally competitive animation house.

The partnership between Triggerfish and the MICT SETA is a testament to the remarkable impact of mentorship, and investment in the animation industry. Throughout this partnership, Triggerfish has flourished as an animation studio and has significantly contributed to nurturing South Africa's next generation of animation creatives. Moreover, the success of beneficiaries like Nadia Darries serves as a beacon of what can be achieved through the combination of creativity, mentorship and training.



## LESEDI MOLEBELELI: FROM INTERN TO DIGITAL CONTENT COORDINATOR AT ALGOA FM

MICT SETA supports capacity building across many sub-sectors, including both technical and creative industries. The digital marketing industry is one which bridges these various domains, requiring a diverse set of talents including creativity, innovation and technical acumen. Within this space, MICT SETA beneficiary, Lesedi Molebeleli stands out.

Armed with a Bachelor of Arts in Corporate Communication from the Independent Institute of Education, Lesedi began his career as an MICT SETA sponsored intern at Algoa FM, the Eastern Cape's leading broadcast radio station. During his Digital Marketing Internship Molebeleli was mentored by Algoa FM's digital webmaster, and a Fellow MICT SETA beneficiary, Ms. Siphokazi Peter.

Molebeleli made waves from the moment he stepped into Algoa FM offices. He quickly gained a reputation as a dedicated and talented writer, producing engaging entertainment stories for Algoa FM's website and social media platforms and assisting with the 'Feel Good Summer' Campaign. Eventually, Molebeleli was

trusted with running these platforms in his mentor's absence.

Content produced by Molebeleli included the popular "Complete My Lyric Challenge", which was hosted on Algoa FM's TikTok account and pitted on-air presenters against other staff to see who could correctly finish a popular song lyric. He also created video content for International Dance Day, celebrating the joy of dance while also bringing together the Algoa FM team. Molebeleli produced a "get-to-know" the Algoa FM staff video for social media, a Gen-z slang video to poke fun at the different communication styles among generations, and a video showcasing Algoa FM presenters communicating in sign language in honour of International Sign Language Day.

Molebeleli's hard work and talent were rewarded when he was appointed to Algoa FM permanently as a Digital Coordinator. His success, and that of his mentor Siphokazi Peter, is testament to the doors that can open when graduates undertake an MICT SETA internship.





## MICT SETA AND THE YOUTH MEDIA MOVEMENT LAUNCH ‘GAME OF DRONES’

In partnership with Cape Town-based, Youth Media Movement (YMM), the MICT SETA hosted a three-month skills programme in Drone Technology, one of the 32 new accreditations under the MICT SETA 4IR Strategy. The programme focused on drone building and piloting, which is both an emerging and scarce skill in the South African economy.

In February 2020 YMM held a certification ceremony called “The Game of Drones” for a group of inspiring young people in Mitchells Plain. This included 26 disabled learners who completed a skills programme in Drone building and are now competent drone operators. This prestigious event was also attended by representatives from the MICT SETA and Western Cape Education Department.

In his address at the event, YMM CEO Mr Marshall Nelson noted that “offering the course to youth from the Cape Flats, especially the 26 disabled participants, has been the most fulfilling

experience for YMM. Being the conduit of opportunity through the building and piloting of their own drones has opened their eyes to a world of possibilities.” He went on to say that “These learners are excluded from so many opportunities but continue to be optimistic about the future of this country. At YMM we are grateful to be counted among those change agents for a better world.”

When addressing the graduates, Mr Nelson said, “You have achieved top-notch technical education and you are entering the industry at a unique moment in its history”. The MICT SETA endorses this statement, encouraging all participants to pursue further education, a career in drone operations, or both.

# 16

## CONCLUSION AND ADDITIONAL RESOURCES

In today's competitive job market, utilising online job portals can significantly enhance your job search and career prospects. South African job portals such as CareerJunction, Pnet, Indeed, and Careers24 offer a wide range of opportunities across various industries and sectors. By registering and actively engaging with these platforms, job seekers can access the latest job listings, upload resumes for potential employers to view, and receive job alerts tailored to their skills and interests. Additionally, platforms like LinkedIn and Bizcommunity provide valuable networking opportunities and industry insights that can give you a competitive edge.

Don't miss out on your next great career opportunity—explore these job portals today and take the first step towards your dream job!



**CareerJunction:**  
www.careerjunction.co.za



**Pnet:**  
www.pnet.co.za



**Indeed:**  
www.indeed.co.za



**Job Mail:**  
www.jobmail.co.za



**Careers24:**  
www.careers24.com



**Jobvine:**  
www.jobvine.co.za



**LinkedIn:**  
www.linkedin.com



**Bizcommunity:**  
www.bizcommunity.com



**Gumtree Jobs:**  
www.gumtree.co.za/jobs



**Glassdoor:**  
www.glassdoor.com



**Govpage**  
govpage.co.za

\*\*These are only but a few and not an exhaustive list of the many valuable job portals available to South African job seekers.



# OUR OFFICES

## Klerksdorp Satellite Office

Vuselela TVET College  
Jourberton Centre For  
Engineering Studies  
11900 5th Street, Jourberton  
Township  
**Tel: 010 055 7996**

## Cape Town Regional Office

The Boulevard Office Park  
Block B Ground Floor  
Searle Street  
Woodstock, 7925  
**Tel: (021) 461 3926**

## East London Regional Office

12 Esplanade  
Quigney, East London  
Eastern Cape, 5201  
**Tel: (043) 726 0783**

## HEAD OFFICE

### Midrand Head Office

Block 2, Level 3 West | Gallagher  
Convention Centre | Gallagher Estate  
19 Richards Drive | Halfway House  
Midrand | 1685  
**Tel: 011 207 2600**  
**Email: info@mict.org.za**

### Bloemfontein Regional Office

Motheo TVET College  
(Faculty Tourism and  
Hospitality)  
Cnr Goddard Street /  
O.R Tambo  
Bloemfontein, 9301  
**Tel: 051 101 2950**

### Durban Regional Office

14th Floor, Ridge 8  
39 Vuna Close  
Umhlanga Ridge  
Kwa-Zulu Natal, 4319  
**Tel: (031) 307 7248**

