

## VISIT OUR OFFICE FOR:

- Personalized Career Coaching – *One-on-one guidance to help you plan your career path.*
- Job & Internship Listings – *Find the latest opportunities and get application support.*
- CV & Cover Letter Reviews – *Expert feedback to make your applications stand out.*
- Mock Interviews – *Practice with professionals and gain confidence.*
- Networking Opportunities – *Connect with employers and industry professionals.*
- Company Profiles & Recruitment Notices – *Stay updated on hiring trends.*
- Skill Development Workshops – *Learn CV writing, interview and presentation skills, and more*



## WHERE TO FIND US

### Howard College Campus

- **Desmond Clarence Building**, 3rd Floor, Durban, 4041, South Africa
- Tel: 031 260 1594 or Toll-free 0800 800 017
- Email: [aessupport@ukzn.ac.za](mailto:aessupport@ukzn.ac.za) or [Buthelezib2@ukzn.ac.za](mailto:Buthelezib2@ukzn.ac.za)

### Westville Campus

- **Oliver Tambo Building**, 4th Floor, Private Bag X54001, Durban, 4000, South Africa
- Tel: 031 260 7572 or Toll-free 0800 800 017
- Email: [aessupport@ukzn.ac.za](mailto:aessupport@ukzn.ac.za) or [Buthelezib2@ukzn.ac.za](mailto:Buthelezib2@ukzn.ac.za)

### Pietermaritzburg Campus

- **Frank Bush Annex**, Private Bag X01, Scottsville, 3209, South Africa
- Tel: 033 260 5090 or Toll-free 0800 800 017
- Email: [aessupport@ukzn.ac.za](mailto:aessupport@ukzn.ac.za) or [Buthelezib2@ukzn.ac.za](mailto:Buthelezib2@ukzn.ac.za)

## CONNECT WITH US VIA SOCIAL MEDIA

[https://www.instagram.com/caes\\_studentsupportservices/](https://www.instagram.com/caes_studentsupportservices/)

<https://www.facebook.com/UKZNCAES.SSS/>

[www.caes.ukzn.ac.za](http://www.caes.ukzn.ac.za)



UNIVERSITY OF  
KWAZULU-NATAL  
INYUVESI  
YAKWAZULU-NATALI

**COLLEGE OF AGRICULTURE,  
ENGINEERING AND SCIENCE**

## STUDENT SUPPORT SERVICES

Career Development Services



**INSPIRING GREATNESS**

## WHO ARE WE?

The College of Agriculture, Engineering, and Science (CAES) Student Support Services (SSS) team is here to help students navigate their academic and career journeys. We have offices on the Pietermaritzburg, Westville, and Howard College campuses of the University of KwaZulu-Natal (UKZN).

Our mission is to assess, guide, and support students facing academic, career, personal, or developmental challenges. We provide expert advice and resources to help students overcome obstacles and achieve their full potential.

## WHY ARE WE HERE?

Planning for your future career should not start after graduation—it is a process that begins while you are still studying. Our career development and graduate recruitment services help students build a roadmap for their professional journey by offering career-related opportunities and exposure to the world of work.

## OUR SERVICES

### Graduate Recruitment Seminars & Presentations

These seminars create a platform for students to engage with potential employers and gain insight into what companies look for in graduates. Attending these sessions helps students understand industry expectations and discover available job opportunities.

### Career & Employer Fairs

Employer fairs provide direct, face-to-face interaction between students and prospective employers. Companies showcase their available job opportunities and offer career guidance to help students prepare for the working world.



### Individual Consultations on Job Search Skills

One-on-one career consultations are available for students who need personalized support. Whether you need help refining your CV and cover letter or guidance on the job application process, and interview skills; our Career Development Officer is here to assist.

### Job Search Skills Workshops

- Preparing for your transition into the workplace? Our workshops cover:
  - CV & Cover Letter Writing – Craft a professional and compelling job application.
  - Interview Preparation – Learn how to impress recruiters and ace your interviews.
  - Workplace Ethics & Soft Skills – Develop the skills needed to thrive in a professional environment.

Companies are sometimes invited to co-facilitate these workshops, giving students additional industry insights.

### Part-Time Employment Opportunities

Looking for part-time work? We assist students in securing part-time positions at university events and inform them about external job opportunities.

### Career Development Workshops

We conduct regular career training sessions across all three campuses to help students build new skills and enhance their employability. Workshop topics include:

- Personal Branding for the Workplace
- CV & Cover Letter Writing
- Interview Preparation
- Transferable Work Skills & Job Search Strategies

