

# **KNOW THE CAREER WORLD**

Government and Public Administration Careers

**By Dr Charles Mugaviri**

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*Purposeful Career Planning*

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## **DEDICATION**

I dedicate this book to the millions of teenagers in and from the African continent. May your lives be consumed by a deep desire to build leadership legacies that will unlock Africa's potential and greatness. Africa is too rich to be poor. You were born for a purpose. You were born to leave Africa a better continent than you found it. Don't disappoint and don't settle for less.

## Acknowledgements

No task of this magnitude can ever be achieved without divine wisdom and knowledge. I would like to first and foremost acknowledge the LORD Almighty for granting me the love to inspire and empower my generation.

Writing is time consuming and requires a lot of support from the family. My life has been blessed with a loving wife and supportive purpose partner Shingie. For close to the three decades that I have known her, she has supported me through thick and thin, highs and lows and has been the most loving and inspirational person I have known in my life time. I would like to also acknowledge the unflinching encouragement I have received from my loving and dear children Tinashe Charles Jr, Tendaishe and Takundanashe. My wider family and friends have been great and deserve special mention.

I would like to also acknowledge the inspiration and motivation that I have received over the years from the legacy building individuals that I have worked with in the Church community, at the University of Zimbabwe and at LASOF Leadership Institute. Our journey together of inspiring and empowering thousands of learners to make purposeful career choices and become character based leaders ignited the desire and vision for this career guidance series.

Each learner, parent, school, company, government department, Church or NGO who came through our career and leadership programs in Zimbabwe and the wider African region has inspired us to continue the journey and they deserve special acknowledgement. You each made me believe this was a worthwhile cause.

Special acknowledgement goes to the Joshua Nkomo Scholarship Fund. The opportunity you granted us to develop the career and leadership capacity of your scholarship beneficiaries (the Joshualites) over the last ten years has been truly a mutually enriching experience which went a long way in inspiring me to write these books.

## **Introduction**

The career world is diverse and dynamic. Before you make a career choice, it is important that you have an appreciation of the width and depth of the career world in terms of options that are available.

A career is a chosen pursuit, a profession or occupation requiring special training, followed as one's lifework. It is a path or course one chooses to follow to earn a living. It is the progression of one's working life or one's professional achievements, for instance a soldier or a teacher. A career is a course of successive situations that make up a person's occupation. A career is therefore doing what one does as a permanent occupation.

The term career is derived from the Latin word *carrera*, which means race. The verb was first attested in 1594 from the notion of a horse "passing a career" on the jousting field. A career is usually considered to pertain to remunerative work and formal education. One can have a sporting career or a musical career without being a professional athlete or musician, but most frequently "career" in the 20th century referenced the series of jobs or positions by which one earned one's money.

Career Cluster is a broad group of related career majors within an occupational interest area. They represent groupings of occupations and industries based on shared traits. There are sixteen (16) career clusters that cover all occupations.

This book focuses on the Agriculture, Food and Natural Resources career cluster.

### **Perspectives on career planning**

One of the most important choices you have to make in your life time is selecting a career. This choice has far reaching implications and it has to be an informed choice. The quality of information you have determines the quality of decisions you make. This book is a tool designed to empower you to make an informed career choice that you won't regret in the future. In this introduction, we are going to share some perspectives that you need to take into account as you make use of this book.

### **Purpose perspective to career planning**

Take a moment and think of the best footballer in your nation. Think also about your favourite local musician. Can you imagine the two of them switching places? How do you think the footballer would perform on the music stage and the musician in the football field?

We were all created and designed to fulfil a specific purpose in life. None of us was created to do everything. You have a life purpose that will bring out your best. That purpose is your life assignment. You need to choose a career that is aligned to that assignment. In fact your career should be an expression of that assignment. The platforms for expressing your purpose may vary from one season to another but the assignment itself does not change. Its expressions may also change but your purpose will remain a constant factor in life.

Many professionals today are not fulfilled and satisfied with their careers mainly because of a lack of purpose perspective in the manner they selected their careers. Your career should be an expression of who you are and it must be an opportunity for you to utilize your gifts, talents, passions and other latent abilities. This is why you must first know yourself well before you make your career choice. This question of self-knowledge is fully addressed in the book “Know Yourself: A Foundation for Career and Character Development” which is the first book in the Career Education series.

### **Dynamic perspective to career planning**

You also need to appreciate the career world is so dynamic and ever changing. Did you know for example, that the top ten jobs in the world in 2010 did not exist in 2004? You need to be aware that some of the jobs that are on demand today may not be relevant in the future. Can you imagine what is happening to someone who invested all their time in developing a career that has to do with manufacturing or repairing manual type writers?

The dynamism of the career world means you need to be prepared to continuously develop new knowledge and skills that are relevant to the ever changing career world. Multi skilling is also important as you will have to adapt to the changing socio economic and political environment.

Please note the career listing in this book is not exhaustive. There are other careers that are not mentioned in this book under this career cluster. The ones listed here are only samples.

### **Local perspective to career planning**

When making a career choice, invest effort in developing an understanding of the economic environment in your country as it has a direct bearing on the labour markets. You don't want to spend years developing knowledge and skills in an area where there are limited or no employment prospects. You need to have some insights in terms of employment trends in your local job market.

For example, a country like Zimbabwe did not have diamond mining until a few years ago. Today, however, diamond mining is redefining the economic terrain in ways that have far reaching implications in terms of new career opportunities. Diamond cutting, for example, is a new career pathway that had never been explored before but that is becoming a major area of employment opportunity as Zimbabwe has the fourth largest diamond deposits in the world. We have other examples of countries in countries that have discovered oil deposits like Ghana. Such developments have far reaching economic implications that are reflected in new career opportunities.

### **Global perspective to career planning**

We encourage all learning to also develop knowledge and an appreciation of regional and global economic and employment trends. There is a lot of migration of skills across nations and continents. Developments in other parts of the world will have some bearing on developments in your nation as well. It is wise to have a global perspective even when you are deciding to pursue your career locally.

In this book, we have looked at the Career world from both an African and global perspective. There will be many careers you may see that you have not heard about before. Some of them may be in your country but you have not been aware of it. Other listed careers may not be found in your country. This broad view should help you to appreciate local, regional and global trends in terms of the career world.

### **Entrepreneurial perspective to career planning**

The rate of unemployment has been growing across the nations of Africa and the world. There is need to rethink the traditional approach to career planning and employment. It is important to observe that in most African nations the informal or Small to Medium Enterprises (SMEs) sector is growing rapidly. Many people are creating jobs for themselves and others instead of seeking and waiting for non-existent employment opportunities.

As you plan your career, you need an entrepreneurial perspective where you see yourself as a prospective employer not just an employee.

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## Government and Public Administration<sup>1</sup>Careers

**Focus:** Executing governmental functions to include Governance; National Security; Foreign Service; Planning; Revenue and Taxation; Regulation and Management and Administration at the local, state, and federal levels.

**Cluster Summary:** Careers in the Government and Public Administration cluster work in our local, provincial/regional and national government. They help people get government services such as driver's licenses and building permits. They enforce regulations so that roads and bridges are built safely and air and water remain clean. People in these occupations work with the public and are sometimes elected into their jobs. They may work in offices or even in the outdoors. You can be an elected official like the President or mayor, or be a tax collector, highway maintenance worker or mail carrier and be in this career cluster.

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<sup>1</sup> Please note that different Governments have different governance structures and terms. Terms used here are for the USA government.

## **Career 1: Armament Fitters**

Armament fitters are responsible for inspecting, servicing and repairing firearms, artillery weaponry, and weaponry equipment. They also have knowledge in the use of ammunition and explosives.

Their tasks are as varied as the diversity of weapons used in modern warfare. The modern defence force consists of various divisions, each with its own special types of weapons, and so the nature of the work will depend on the division in which they are employed.

Learner armament fitters are trained in the basic principles of fitting, including filing, sawing, chiselling, screw-and-nut threading, drilling and turning. Knowledge of metals is required as for work with iron, steel, carbon steel, aluminium, alloy steel, copper and its alloys and magnesium and its alloys.

Armament fitters are expected to have a thorough knowledge of a wide range of arms, ammunition and explosives, warheads and specialized weaponry such as hydraulic and pneumatic weaponry systems.

Although most weapons are based on the same principles, learner armament fitters are expected to dismantle and reassemble a wide variety of guns and pistols until they know the general description, names of parts and the loading, unloading and cleaning process of almost every conceivable weapon.

The main task of armament fitters is the servicing and repairing of firearms in order to keep them in sound working condition. They are sometimes expected to manufacture small parts, but an armourer usually does this.

As firearms cannot function without ammunition, and bombs and mortars are useless without warheads, it is essential that armament fitters have a sound knowledge of the chemistry of explosives as well. They need to be familiar with different types of explosives, as well as their properties and uses.

Armament fitters specialize according to their working environments:

- Artillery Division: guns
- Armoured Corps: tanks equipped with guns, machine guns, bombs and mortars
- Infantry Division: rifles, machine guns, grenades and mortars
- Air Force: fighter aircraft armed with rockets, machine guns and bombs
- Navy: Anti-aircraft artillery, torpedoes, and missiles

Conditions of work depend on where they are working. It could be a workshop, ship, aeroplane, assembling factory for weaponry or even on a battlefield.

The armament fitter must also have a thorough knowledge of a wide range of arms, ammunition and explosives, warheads and specialised weaponry such as hydraulic and pneumatic weaponry systems. The armament fitter specialises according to his working environment:

- Artillery division: Guns.
- Armoured corps: Tanks equipped with guns, machine guns, bombs and mortars.
- Infantry division: Rifles, machine guns, grenades and mortars.
- Air force: Fighter aircraft armed with rockets, machine guns and bombs.
- Navy: Anti-aircraft artillery, torpedoes and missiles.

### **Some fulfilling and satisfying aspects of this career**

- working with one's hands
- doing a responsible job
- the variety of the job
- solving difficult problems

### **Some demanding and challenging aspects of this career**

- knowing that a mistake could endanger the lives of others
- having to work in uncomfortable positions, such as on an aircraft
- the possibility of injury on the job

### **Purpose Orientation**

An armament fitter should:

- be meticulously accurate;
- have orderly working habits;
- be well disciplined;
- be very responsible;

- have mechanical interest and ability;
- have mathematical ability;
- possess physical fitness and strength;
- have good vision and colour discrimination;
- have good eye-hand coordination;
- have finger dexterity.

### **School Subjects**

Advanced Level Certificate

Compulsory Subjects: Mathematics

Recommended Subjects: Physical Sciences

### **Training**

Apprenticeship

All learners are required to complete a practical internship under the supervision of an experienced artisan.

### **Employer**

- Defence Force
- Police Force
- Arms manufacturing companies

## **Career 2: Army Careers**

Every African country has an army whose mandate centres on the provisioning of combat-ready forces who play a leading role in the development of the Army component of the landward defence capability.

Army careers include any one of the following:

### *Engineering Corps*

Military engineering is as old as war itself. Throughout centuries sappers, or Military Engineers as they are commonly known, had to make paths, build bridges, erect and breach obstacles during the conduct of war. Engineers help the Army to move, to fight and to survive. The Army Engineer Corps system consists of the Combat Engineer, Engineer Intelligence (which includes terrain intelligence, surveying, cartography and printing), operational construction as well as engineer logistics components. The corps is responsible for engineer support to all types of forces during all types of operations and under all circumstances.

This corps have various duties. They build bridges, demolish bridges and structures, lay and lift mines, build roads and airfields, produce maps, etc.

### *Infantry Corps*

The infantry is the nucleus of any army and as a result it is the largest fighting corps in the Army. The infantry is expected to attack the enemy under any conditions; this requires courage, fitness and initiative. In order to attack the enemy with confidence, weapon training and field craft are the most important parts of training. An infantry member is usually a foot soldier, although it is not uncommon to fight from infantry combat vehicles. Infantry soldiers can also be transported by helicopter, aircraft, parachute and a multitude of other methods. Versatility is an important characteristic of the infantry.

### *Intelligence Corps*

The aim of the Army Intelligence Corps is to prepare and provide combat ready intelligence functionaries and user systems for deployment, and to forecast what the enemy is planning, where and how they execute their task, at what time or period and with what strengths they can accomplish this.

Intelligence is the product resulting from the collection, evaluation, analysis, integration and interpretation of all available information regarding the enemy and its environment. The information obtained is immediately or potentially significant for military planning and operations. The collection of information is mainly conducted by means of battlefield surveillance which is the continued and systematic guarding of the battlefield to gather information timeously for tactical ground actions against the enemy, targets and for the conquering of terrain.

Battlefield surveillance is conducted by well-trained surveillance teams that deploy close to the enemy positions by means of specialist skills.

### *Armour Corps*

Dedicated well-trained crews in tanks and armoured cars form the Armour Corps. Members are trained in a variety of areas such as Mobile Long Range Anti-Tank weapons, Olifant Tank, Rooikat armoured car crew members as well as truck drivers and administrative personnel.

The main equipment of the armoured corps is the tank. The armoured car is usually used for reconnaissance. Crew members must be technically inclined, display innovative thinking and action as well as fast, yet aggressive reaction. The armoured corps offers various opportunities and challenges to persons with an interest in heavy weaponry and technologically advanced equipment.

### *Air Defence Artillery Corps*

The aim of the Air Defence Artillery Corps is to provide combat ready Air Defence Artillery forces for the Army, whilst playing the leading role in sustaining credible, cohesive, joint landward defence capability. The Air Defence Artillery is responsible for protecting troops, supplies and important installations like airports, power plants and dams from attack by enemy aircraft.

Experience the adrenaline rush while firing a 35mm gun at 1050 rounds/m with an effective range of 4000m, while making use of the most advanced radar system in the world, or fire a Starstreak Missile moving at a speed of Mach 3.

### *Artillery Corps*

It is the role of the artillery to destroy the enemy, preferably prior to contact with own Infantry and Armour, by means of firepower. Successful candidates will be employed in a digital and technologically advanced environment. Employment in leader and non-leader group posts will give the member access to state-of-the-art training and personal development. Non-leader group members can expect to be trained as Drivers of artillery specialist vehicles, Rocket, Mortar, G5 and G6 gun crew members, Artillery Surveying Assistants and Artillery Regimental Signallers.

Members selected as leaders can be employed as Rocket, Mortar, G5 and G6 gun commanders, Artillery Surveying Assistants, Artillery Fire Control Officers, Artillery Observation Officers and Instructors of artillery specialized equipment. Members with cognitive as well as physical perseverance may apply for employment.

#### *Ordnance Service Corps (OSC)*

The primary role of the OSC is the effective acquisition, receipt, storing, safekeeping, preservation, maintenance, accounting, distribution and disposal of clothing, accommodation, ammunition, vehicles, fuel and spares within the Army. The OSC also delivers specialised services to the Army, which includes computer services, Air Supply and Nature Conservation.

#### *Technical Service Corps (TSC)*

The Technical Service Corps (TSC) provides technical support in the Army that includes integrated technical maintenance, eg mechanical, electrical and electronic repair, as well as the recovery of vehicle casualties, to ensure a specified state of combat readiness. The TSC consists of learners, qualified Artisans and Officers, each specialised in a specific mustering.

#### *Ammunition Corps (AMMU C)*

The role and function of the Ammu C is to ensure that only safe and effective ammunition is supplied. Their functions include participation in research and development, quality assurance, unit inspection, maintenance and disposal of ammunition. Candidates must have a sound psychological profile exhibiting a high degree of intelligence, steadiness and an aptitude for innovative technical thinking.

#### *Catering Corps (CAT C)*

The Cat C is there to assist the Army operationally regarding hospitality services. They are also responsible for improving the management and control of hospitality functions in the SA Army. A high standard in the preparation of food is set, with the emphasis on nutrition. Candidates must be medically fit with a basic knowledge of cooking skills as well as a keen interest in working with people on all levels.

#### *Personnel Service Corps*

This corps is primarily concerned with all aspects relating to personnel administration and support. This includes career planning, promotions, transfers, pay, leave etc.

#### *Army Band*

The Army Band gives performances at various events, such as music concerts, military parades, dances and tours. Candidates should have a minimum of Ordinary Level Certificate, but an Advanced Level Certificate is preferred. Candidates should also pass a musical audition.

Members must undergo basic training. They also receive theoretical and practical music training.

### **Purpose Orientation**

- citizen of country
- advanced Level Certificate
- not area bound
- no record of a criminal offence
- preferably single
- comply with medical fitness requirements

### **School Subjects**

Advanced Level Certificate

### **Training**

The duration of the training varies from country to country.

## Career 3: Air Force Careers

The Air Force offers a wide variety of careers, of which only a few are discussed here in some detail.

### *Basic Regimental Training*

There is basic regimental training which takes an average duration of about 12 weeks. During this period members receive training in the art of shooting, drilling, physical education and various other military subjects.

### *Specialist Training*

Members who have successfully completed their basic regimental training, receive specialist training in one of the following fields: airspace control operators, food handlers, administrative, technical and supply material support clerks, firemen, load masters (ground), load masters (air), intelligence, protection services, Air Force Police, technical assistants (flight line), telecommunication operators, bowser-drivers and construction machine operators.

### *Air Force Band*

The Air Force Band gives performances at various events, such as music concerts, military parades, dances and tours. Candidates should have a minimum of Ordinary Level Certificate, but an Advanced Level Certificate is preferred. Candidates should also pass a musical audition. Members must undergo basic training. They also receive theoretical and practical music training.

### *Engineering*

Requirements (The following may vary from country to country)

Candidates interested in selection for university training in engineering must be:

- between the ages of 16 and 23 years
- single
- Advanced Level Certificate graduate
- meet the entrance requirements for a BSc degree
- attain the minimum prescribed technical aptitude during the selection process
- selected by the Air Force Officer's Selection Board

### **Training**

Selected members receive basic regimental training and have to complete an officer's orientation course, a technical induction course and a university preparation course. The successful completion of these courses is a prerequisite for commencement of university training. Engineers

are trained in the following fields: electronic, electrical, mechanical, industrial, aeronautical, civil and metallurgical engineering. Members have contractual obligations towards the Air Force.

### *Pilot*

Requirements (The following may vary from country to country)

Those wanting to be selected as pilots, must be:

- between the ages of 17 and 25
- Advanced Level Certificate graduates, with Mathematics
- willing to undergo a selection test

### **Training**

The duration of the training is 18 months and consists of three phases, namely regimental training, officers' orientation and flight training. The flight training takes place at the flying school. It includes theoretical training in subjects such as Aerodynamics and Navigation, as well as practical flight training. After successful completion of this training, persons receive their wings, after which they are assigned to a squadron for further training.

### **University Training**

After obtaining their wings, candidates may apply for further studies at the Military academy, or a BSc degree at an approved university.

### *10-Year Service Period*

Normally candidates must sign a contract of a minimum of 10 years service with their Air Force.

The Air Force offers many more career opportunities in fields such as catering, airspace control, personnel and finance, which have not discussed here.

### **Some fulfilling and satisfying aspects of this career**

- having a very responsible job
- successfully meeting challenging emergencies when they occur
- earning well, with good fringe benefits
- good advancement opportunities

### **Some demanding and challenging aspects of this career**

- working shifts
- having to pass a yearly physical examination
- the work can be very stressful at times

### **Purpose Orientation**

- skill in interpreting information and making calculations
- ability to make quick, accurate decisions in a busy working environment
- a good memory
- ability to think quickly and remain calm in all situations
- good organizational skills and ability to prioritize and work well under pressure
- ability to work well with others
- emotionally and mentally mature and stable
- responsible, conscientious, adaptable and self-confident
- audible, clear voice and a good telephone manner
- good hearing and good eyesight (with or without glasses)
- normal colour vision
- ability to look at and scan computers, radar presentations and flight plans continuously for long periods of time
- good health and able to pass a medical examination every year
- computer skills

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: Mathematics

Recommended Subjects: Economics

### **Training**

Air traffic controllers receive a combination of theory and practical training before they qualify. Once qualified, they receive ongoing training.

The Department of Transport and the Defence Force train air traffic controllers in their employ.

Air traffic controllers (in all specializations) must obtain a valid traffic controller's licence. In addition, controllers must obtain a facility rating for the type of facility to which they are assigned. Air traffic controllers must take and pass yearly physical examinations to re-qualify for their positions.

### **Employer**

- Department of Transport

- Air Force

- Various airports

## **Career 4: City Treasurer**

The treasurer's department forms the core of the municipality. City treasurers are responsible for the smooth and efficient running of the financial and information systems. Town treasurers, as well as their staff, will normally have an accounting background and most of them will have further training in finance.

Treasurers and their staff are in charge of all the financial aspects of the municipality. These can be divided into the following main areas:

- Income section
- Expenditure section
- Financial administration section
- Data processing section
- Internal audit

Town treasurers are the heads of the departments and to help them to control the departments they have section heads for the five different sections. The main tasks of the different sections are as follows:

### *Income Section*

- Meter reading
- Sending out of bills
- Collection and safe-keeping of all the income
- Administration of debtors
- Credit control

This section permanently works with the public and therefore the right person will be somebody that is good with figures and has good interpersonal skills.

### *Expenditure Section*

- Stores and buying
- Expenditure control
- Salaries
- Insurance

- Assets control

This section works very closely with all the personnel of the municipality and needs people with very good accounting skills.

#### *Financial Administration Section*

- Investments.
- Budgets.
- Financial statements.
- Research.

This section is very specialized and needs people who have formal accounting training and experience.

#### *Data Processing Section*

This section varies from municipality to municipality. Some municipalities have their own computer programmes and therefore they will need programmers as well as data processing officials.

The trend is, however, that all municipalities are buying complete systems and then only data-processing officials are needed. The ideal person is one who can work very fast and accurately.

#### *Internal Audit Section*

This section is the watchdog of the town treasurer. Internal auditors must have a good knowledge of how the system works and must ensure that all the employees of the municipality do their work within the relevant financial by-laws. They should, however, also be able to improve the systems to minimise fraud and corruption. If they do their work correctly, the employees of the municipality are protected.

The ideal person must have a good knowledge of accounting and must have good interpersonal skills.

The training is also done in conjunction with the Institute of Municipal Treasurers and Accountants.

#### **Some fulfilling and satisfying aspects of this career**

- large diversity of job opportunities
- gaining experience and training in various fields

#### **Some demanding and challenging aspects of this career**

- great accuracy demanded
- working to deadlines

- carrying out tasks of a routine nature

### **Purpose Orientation**

- have an aptitude for mathematics
- have the ability to make sound judgements based on the interpretation of facts and figures
- be able to compare, analyze and concentrate
- must be figure-orientated
- should have high standards of integrity
- relate well to other people

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory subjects: None

Recommended school subjects: Mathematics, Accounting, Economics

### **Training**

Degree: Prospective city treasurers can study for a BCom degree

One of the rewards of working for most local authorities is the assisted study schemes, in the form of bursary schemes or subsidized education schemes. The former refer to full-time study at a university. The latter, which are preferred by most treasurers, refer to part-time study while the employee is working. In this way, the employee is gaining experience while becoming academically qualified.

### **Employer**

- at any municipality
- self-employment, many professionals act as consultants to local authorities

## **Career 5: Committee Clerk**

Committee clerks - known at some institutions as committee or council secretaries or administration officers - inform all the members of the council or committee by whom they are employed of a meeting by means of an appropriate notice. The members notify them of all the matters they want to discuss and they see to it that the final agenda is circulated to all members of a committee/council before the meeting.

Sometimes the committee members need information for their preparations for the meeting, for example earlier decisions or matters concerning policies, in which case committee clerks in view of their broad knowledge in that regard, will be the appropriate person to contact. Committee clerks must see to it that conference rooms are ready for meetings and that there are, for example, refreshments before or after the meeting.

During meetings committee clerks take notes to be able to prepare the minutes later. Tape recordings of the meetings are sometimes made and these are also committee clerks' responsibility. It is important that committee clerks know every person on the committee or council to record who said what, and that they follow the discussions closely in order to know exactly what decisions were taken.

After meetings, committee clerks write the minutes with the help of their notes or tape-recordings. They then reproduce and circulate them. The minutes are then submitted to the relevant committee for approval, after which they are filed as official documents.

Committee clerks sometimes take care of correspondence that arises from the committee or council proceedings. They are often expected to correspond with members of the public with regard to policy and decisions of the committee or council, or on general enquiries and certain applications.

They usually work normal office hours, but sometimes meetings are held after hours. They may receive payment for this overtime, depending on the policy of their employers. Depending on their specific employer, committee clerks may need to travel to attend meetings in other places.

### **Some fulfilling and satisfying aspects of this career**

- working environment is pleasant
- usually work in a team
- have their own offices and telephones

### **Some demanding and challenging aspects of this career**

- having to work under pressure
- need for concentration
- great accuracy required

### **Purpose Orientation**

- be able to work with people.
- have self-confidence
- be diplomatic
- be able to solve problems
- have language ability
- have a wide field of interests
- be a good linguist.
- like to organize
- able to work under pressure
- have good perception
- able to concentrate
- be able to use their discretion and handle confidential information with respect

### **School Subjects**

Ordinary Level Certificate is the minimum requirement

Compulsory Subjects: None

Recommended Subjects: Information Technology, Computer Applications

### **Training**

Some employers require higher qualifications, for example, a BA degree with languages as major subjects. Committee clerks usually receive informal training in the job situation. An experienced committee clerk shows the newcomer all the aspects of work.

### **Employer**

- town councils
- agriculture control boards
- statutory councils such as the Medical and Dental Associations and Nursing Councils

Many town councillors and town clerks began their careers as committee clerks. Usually committee clerks are able to progress to senior and later chief committee clerks within the institution they are working in, but in view of the wide range of knowledge they can build up during their work, they will often be a favourite for almost any other administrative vacancy in the specific institution.

## Career 6: Defence Forces Careers

In each African country, a wide variety of careers are offered in the National Defence Force, which consists of the Regular Force, Part-time Force and the Reserves. The normal operational structure of the National Defence Force comprises the Army, Air Force, Navy in some cases and the Medical Service.

Each of these divisions of the service has a specific task to perform. Various staff divisions namely, the Personnel, Intelligence, Operations, Logistics and Finance divisions, provide staff-related support to each arm of the service.

Career opportunities offered by the Defence Forces include:

### **Specialist Officers:**

Anatomist, Anti-Corrosion Officer, Architect, Archivist, Audio Engineer, Biochemist, Chaplain, Communications Officer, Constructor, Cryptographer, Dietician, Director Of Music, Documentation Officer, Engineer, Ethnologist, Inspector Of Works, Land Surveyor, Language Officer, Lecturer, Librarian, Medical Officer, Medical Specialist, Military Historian, Military Law Adviser, Optometrist, Organization and Work Study Officer, Pharmacist, Physical Education Officer, Physiologist, Psychologist, Public Relations Officer, Quantity Surveyor, Statistician, Technical Munitions Officer, Town and Regional Planner, Veterinarian, Welfare Officer.

**Learners and Tradesmen:** In the National Defence Forces, learners and qualified artisans in the various trades are given the opportunity to acquire the highest skills in their chosen field. There are approximately 80 different musterings in electronics, mechanical and instrumentation trades.

### **Special Military Careers Include:**

Army:

- Dog-handlers and Trackers
- Mounted Infantry
- Technical Munitions Officers in the Ammunition Corps

Air Force:

- Air Traffic Controller
- Mission Controller
- Missile Controller

Navy:

- Communicators
- Divers
- Mine Countermeasures
- Security
- Strike Craft
- Submarine
- Vessel and Supply Vessel

Medical Services:

- Combat Medics
- Casualty Evacuation

### **Purpose Orientation**

- medically fit
- love for country
- a citizen with concern for national security

### **School Subjects**

Ordinary Level Certificate plus the necessary subject requirements for the different fields of study

Officers with in-service training: Ordinary Level Certificate

Appointments in non-commissioned ranks: Ordinary Level Certificate

Learners: Ordinary Level Certificate with Mathematics, plus pass aptitude tests

### **Training**

Apart from the basic training offered at all the arms of the service, the Defence Force also offers in-service training, which may include academic training at the Military Academy. There are Universities that offer a course in Military Sciences. Each arm of the service also offers training for specialized work.

The best time to join the Defence Forces is just after leaving school. Defence Forces usually provide excellent training opportunities, which could qualify one for other careers after a term of

service in the military. A good military record is always an asset in terms of career development.

## **Career 7: Diplomat**

Diplomats are representatives of their countries in other countries to which they are accredited. They note and interpret objectively the political, military, social and economic developments in foreign countries to obtain information in the interests of the government of their own country.

They promote exports to the country where they are stationed, and disseminate information about commercial, economic and industrial conditions and opportunities that exist in their own country.

Diplomats may issue passports to fellow countrymen travelling abroad, grant visas to foreigners who wish to visit their country or issue entry permits to immigrants who wish to settle there. They strive to build up contacts with foreign states to ensure a constant exchange of views and the establishment of mutual trust, and negotiate agreements with other countries.

### **Some fulfilling and satisfying aspects of this career**

- variety of work tasks
- prestige of working in the Foreign Service
- opportunities to travel and live abroad

### **Some demanding and challenging aspects of this career**

- having to move to new countries every few years
- being assigned to countries with health hazards harsh climates
- some unstable governments or poor living conditions

### **Purpose Orientation**

- tact, discretion and self-control
- able to communicate well in speech and in writing
- adaptability, self-discipline and dedication
- pleasant personality and sociable
- intelligence and vision
- good powers of observation and interpretation
- able to learn foreign languages easily

**School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: None

Recommended Subjects: English, Languages, History

**Training**

Degree: BA with major in Political Science or International Politics

Most departments of Foreign Affairs also have their own training centres.

**Employer**

Departments/Ministries of Foreign Affairs

## **Career 8: Foreign Affairs Assistant**

The main objective of a country's diplomatic service is to establish friendly and mutually beneficial relations with other countries. The diplomatic service is administered by the Department of Foreign Affairs. Candidates are recruited for service in their home country, or in other countries where their country has a diplomatic or consular mission.

Foreign affairs assistants are responsible for secretarial and clerical support at overseas missions. Their duties include general secretarial work, making appointments and travel arrangements, assisting at official functions, helping with the guest lists and arranging the seating for functions, acting as host or hostess at receptions, operating the computer and applying the necessary security measures.

Although the work is strenuous, it is also very interesting. Assistants are stationed in Pretoria or at overseas missions. A foreign affairs assistant, who is assigned to an overseas mission, must undertake to remain there for four years.

### **Some fulfilling and satisfying aspects of this career**

- the opportunity to travel and work in other countries
- meeting many different kinds of people
- being in a field that is considered glamorous

### **Some demanding and challenging aspects of this career**

- working long and irregular hours
- demanding work
- being away from your home country for long periods

### **Purpose Orientation**

A foreign affairs assistant should:

- have integrity, discretion and flexibility;
- have good interpersonal and organising skills;
- secretarial and computer skills
- sound health in order to cope with the rigorous routine
- pass a selection process

- Be citizen of country that you wish to represent
- obtain security clearance for yourself and your spouse, if applicable

### **School Subjects**

Ordinary Level Certificate

Compulsory Subjects: English

Recommended Subjects: Languages

### **Training**

In-service training by Government Department of Foreign Affairs.

### **Employer**

Foreign affairs assistants work for the diplomatic service which is administered by the Department/Ministry of Foreign Affairs

## Career 9: Foreign Affairs Officer

The main objective of a country's diplomatic service is to establish friendly and mutually beneficial relations with other countries. In most African countries the diplomatic service is administered by the Ministry of Foreign Affairs.

Foreign affairs officers can be diplomatic representatives for the country of origin or provide support to more senior staff, such as ambassadors, at overseas missions. Their duties include assisting at official functions, helping prepare guest lists, and acting as host or hostess at receptions.

The work can be strenuous, but it is also very interesting and may include the following:

- *Representation*: Foreign affairs officers represent their country in the country where they are stationed. They may attend official functions as their country's representative and communicate messages from their country to the host country.
- *Foreign Policy*: Foreign affairs officers may communicate and explain the policies and goals of their own country to the host country. They prepare documents for submission to the host country and then report the reactions back to their own country. They also attend international conferences where political, economic and technical affairs are discussed.
- *Information*: Foreign affairs officers must inform their own government on the political, economic and military developments in the host country.
- *Influencing of Opinion*: A major responsibility of foreign affairs officers is to improve relations between their own and other countries. They try to positively influence the host country's opinion of their country's institutions, technology and training.
- *Administration*: The head of a diplomatic or consular mission is responsible for the administration of the embassy, mission or consulate. This includes personnel, financial and general administration. Foreign affairs officers situated at the head office in their capital city must also inform all the overseas missions on government decisions and new policies.

Foreign affairs officers spend most of their time overseas. Although preferences are taken into account, the foreign affairs officer must be prepared to work in any country where their country has diplomatic mission.

### **Some fulfilling and satisfying aspects of this career**

- variety of work tasks
- prestige of working in the Foreign Service
- opportunities to travel and live abroad

### **Some demanding and challenging aspects of this career**

- having to move to another country every few years
- being assigned to countries with health hazards or harsh climates
- unstable governments
- poor living conditions sometimes

### **Purpose Orientation**

A foreign affairs officer should:

- have tact, discretion and self-control;
- good interpersonal and communication skills
- intelligent, adaptable and dedicated
- have pleasant personality and sociability;
- prepared to work in any country
- speak fluently and good at learning languages
- fit and healthy, with good general knowledge
- pass a selection process
- prepared to first work in your country before being placed overseas
- hold citizenship for your country
- obtain security clearance for yourself and spouse, if applicable

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: Languages

Recommended Subjects: History, Geography, Economics

### **Training**

Ministries of Foreign Affairs offer training courses to selected candidates who are in possession of at least a BA degree or equivalent qualification. Course content includes: protocol, diplomatic, political and economical reportage and how to influence foreign policy.

### **Employer**

- Ministry of Foreign Affairs

## **Career 10: Immigration Officer**

Immigration officers control the movement of people into and out of the country by stamping their passports and making sure that they have the correct documentation. They check all their details and visa information at the various border posts, airports etc.

Several bodies representing the government work at the border posts: for example: the Police Service, the Revenue Authority, and the departments of Home Affairs, Health and Agriculture.

The immigration officer is a representative of the country and its people. They need to work with different people and cultures, so they need to be friendly and patient. They 'are the face of their country' and, therefore, need to know what is happening in their country, so that they can properly inform their customers.

When a passport is checked, the person concerned must be in front of them. They also have a large amount of administration to do, which must be handled personally for safety and security reasons.

On a normal day at the Zimbabwe – South Africa Beitbridge border post, for example, about 5 000 people pass through the border, and over a holiday, the border post sees about 20 000 people pass through the boarder. Work varies between arrivals or departures. Immigration officers are already busy as most boarders are open 24 hours a day. Throughout the working day, passports are stamped and temporary residence permits issued.

### **Some fulfilling and satisfying aspects of this career**

- working with different people and cultures
- learning to manage people

### **Some demanding and challenging aspects of this career**

- dealing with impatient customers
- dealing with people involved in illegal activities
- stressful at peak times

### **Purpose Orientation**

- have good communication skills
- able to handle big crowds
- able to work with other people
- be computer-literate

- have workable knowledge of other languages

### **School Subjects**

Ordinary Level Certificate meeting requirements for a diploma course

Compulsory Subjects: None

Recommended Subjects: Languages

### **Training**

To become an immigration officer, you should have a diploma in Public Relations or Public Administration.

### **Employer**

- border posts

- airports, train stations etc

## Career 11: Land Surveyor

Land surveying, or geodetic engineering as it is also known, is the science and practice of recording and setting out the exact measurements of man-made and natural features of the earth's surface. To survey means to view, examine and inspect in detail.

Surveying is basic to all construction planning and development. It involves the making of maps and the determination of boundaries. Land surveyors participate in the planning and construction of roads, railways, power lines, canals, engineering structures, buildings and townships. Their work is also indispensable when it comes to preparing data on the measurements of lakes, rivers and the coastline.

Areas of specialization include:

*Topographical Surveys:* preparing maps which show the physical features of the land and on the land.

*Geodetic Surveying:* ascertains the size and shape of our planet. The main function of this is to provide a framework of beacons according to the degree of latitude and longitude to which any other surveys and maps can be connected. Geodetic surveys also involve measuring vast areas of land to determine national boundaries.

*Cartography:* mapmaking done by means of photogrammetry and the maps are processed by cartography for reproduction and distribution. Cartographers provide map-users with information in an understandable and useful form.

*Cadastral Surveying:* involves the measuring of property, such as the planning of towns, cities, farms and sectional title properties and their subdivision. By law, it is the exclusive function of land surveyors to do cadastral surveying and in so doing, they make an important contribution to the socio-economic development of the country.

*Engineering Surveying:* land surveyors are involved in taking measurements for the design of roads, freeways, railways, bridges, tunnels and large structures.

*Hydrographical And Oceanographic Surveying*: concerns mapping the marine environment or under-sea topography. Hydrographers work in close cooperation with harbour engineers and oceanographers. They also do positioning at sea and update maps to show danger zones.

Land surveyors or geodetic engineers divide their time between fieldwork, to measure the terrain, and office work to process the information and further developments, and then do more field work, setting out on the ground what they have designed on paper.

Surveyors usually work outdoors at the region to be surveyed. It is probably one of the most satisfying jobs, offering enjoyable working conditions in the open air. Some work, such as computing, planning and preparing plans, maps charts and reports, is done in the office.

### **Some fulfilling and satisfying aspects of this career**

- working both outdoors and indoors
- travelling to different locations
- working with others

### **Some demanding and challenging aspects of this career**

- working in adverse weather conditions
- eyestrain from detailed work
- strenuous nature of the work, e.g. walking long distances, climbing, carrying heavy equipment
- working away from home for long periods

### **Purpose Orientation**

A land surveyor should:

- enjoy working outdoors;
- be able to work well and communicate with others
- have mathematical ability
- have interest in computers
- be able to trust own judgement and make own decisions
- enjoy travelling
- be able to work independently

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Each University or College will have its own minimum entry requirements.

Compulsory subjects: Mathematics and Physical Sciences

Recommended Subjects: Geography, Life Sciences

### **Training**

Degree: BLand Surveying or BSc (Land Surveying)

Diploma: Surveying

After completion of their formal education, surveyors start with in-service training of 270 days. This is divided into 135 days of cadastral surveying and 135 days of non-cadastral surveying, under the supervision of a registered land surveyor who will be responsible for the practical training.

The final 45 days of this practical training is spent at one of the regional Surveyor-General's offices where preparation for the examination is survey law, and the surveying test takes place.

After candidates have passed the examination and survey tests, graduates are entitled to practise as land surveyors, after registering with their country's Council for Professional and Technical Surveyors.

### **Employer**

- Government departments
- Local authorities
- Public utility companies
- Engineering consulting companies
- Surveying companies
- Aerial surveying and mapping companies
- Mining companies
- Photogrammetric companies
- Self-employment, a skilled land surveyor can open a private practice

## **Career 12: Landscape Architect/Technologist**

Landscape architects or technologists design outdoor spaces to make them functional and attractive. These spaces may range in size from small privately owned gardens to city squares and parks. Landscape architects are artists whose living canvas is the environment.

Landscape architects study the geography of the project site, examining the slope of the land, the trees present and the distribution of shade and sun. Preliminary plans and budgets are then drawn up after consultation with engineers, project architects, horticulturists and municipal officials.

After plans have been approved, final drawings are prepared showing both the existing and proposed features. Lists are drawn up of all the materials needed. Finally, contractors are invited to submit tenders for carrying out the work, should the landscape architect and his team not do this themselves.

Landscape architects may specialise in certain types of projects such as parks and playgrounds, or in services such as regional planning or site construction.

Landscape architects need to know about the soil, weather and climatic conditions and be able to choose vegetation, which, if not endemic to a specific area, is able to flourish there.

Landscape architects often start their careers as junior draughtsmen doing routine tasks. After 2 to 3 years' experience they are usually able to carry a design through all the stages of development. Highly qualified landscape architects may become associates in private firms, while some may start their own offices.

Landscape architects are employed in jobs varying from private practice to top level administrative positions with government, semi-government, provincial and municipal agencies. Their work ranges from simple design projects to complete environmental projects.

Today sustainable gardens are popular and landscapers make use of water-wise indigenous plants, for example, rather than thirsty exotics.

They work indoors, in their own offices, as well as outdoors, on project sites.

### **Some fulfilling and satisfying aspects of this career**

- working both indoors and outdoors
- working with nature
- some travelling
- working on a variety of projects
- good employment opportunities and possibility of own business

### **Some demanding and challenging aspects of this career**

- working in adverse weather conditions;
- working for difficult or over-demanding clients.

### **Purpose Orientation**

A landscape architect / technologist should:

- be creative, artistic and aesthetically sensitive;
- have a technical and scientific aptitude;
- have a love of nature and interest in natural sciences;
- have ability to visualize and plan accurately;
- good verbal and graphic communication skills;
- get along well with others.

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: Mathematics, Physical Sciences

Recommended Subjects: Life Sciences, Agricultural Science, Engineering and Graphic Design

### **Training**

Architecture is a 3 year full-time degree and subjects become more specialised as students progress to their final year of study. The course includes a theoretical component that focuses on ecological aspects, and also the development of technical abilities, communication skills and a professional approach. Candidates wishing to become professional landscape architects must hereafter apply to register for the BLHons degree (one year full-time), and thereafter the ML(Prof) degree (one year full-time).

A BAS (Bachelor in Architectural Studies), a 3 year programme leads to registration as a

Landscape Architect Technologist and this may also be followed by a 2 year MLA to register as a professional Land Architect.

Diploma: Architectural Technology

**Employer**

- architectural, landscape architectural and engineering firms
- Government departments of Water & Forestry, Public Works and Land
- urban planning firms
- landscape contractors
- municipalities
- self-employment, with enough experience, initiative and capital, can start own business

## **Career 13: Meat Examiner**

Meat examiners inspect meat and carcasses destined for human and animal consumption. They work in abattoirs under the supervision of a meat inspector or veterinarian.

Meat examiners assist meat inspectors by performing the actual inspection procedures as prescribed by law and by monitoring the slaughtering process. They draw the attention of the inspector to any irregularities and need to ensure that the highest level of hygiene is maintained in the abattoir at all times.

### **Some fulfilling and satisfying aspects of this career**

- knowing your work is vital for the health of people that eat meat
- ensuring that animals do not suffer unnecessarily when slaughtered
- job security, with promotion prospects

### **Some demanding and challenging aspects of this career**

- coping with the sights, sounds and smells in an abattoir
- watching people work with dangerous machinery and tools

### **Purpose Orientation**

A meat examiner should:

- be responsible;
- be precise and observant;
- be able to stand the sight of freshly slaughtered carcasses;
- be conscious of hygiene in the handling of meat.

### **School Subjects**

Ordinary Level Certificate

Compulsory Subjects: None

Recommended Subjects: None

### **Training**

Prospective meat examiners receive in-service training (80 days) at any A-grade abattoir under the supervision of a health inspector and a veterinarian. After this, examinations can be written for the National Certificate for Meat Examiners.

**Employer**

- Abattoirs
- Municipalities
- Government departments

## **Career 14: Meter Reader**

Meter readers record data from meters to determine the amount of electricity and water used by consumers.

Meter readers travel along assigned routes to take readings. The data taken from the meters is recorded in a route book, and an average is calculated if a meter cannot be reached for some reason. At the end of the day the route books are returned to the office so that accounts may be prepared from the information recorded. Meter readers may also turn services on and off when necessary.

Meter readers may also take note of consumers' complaints in connection with the water and electricity bills that have been issued. They may advise consumers on such matters. For example, they could point out leakages that could have an effect on meter readings and they also inform the public whom they should contact in connection with sewerage system blockages or when the street lights are not working. Meter readers are also expected to perform clerical routine tasks when not taking readings.

### **Some fulfilling and satisfying aspects of this career**

- working without supervision
- dealing with people
- working outdoors
- being able to obtain work without much education

### **Some demanding and challenging aspects of this career**

- being on one's feet for the greater part of a normal work day
- working outdoors in bad weather
- dealing with complaints and having to cope with vicious dogs

### **Purpose Orientation**

A meter-reader should:

- enjoy detailed work;
- work well without supervision;

- be accurate and observant;
- be amiable and able to communicate well;
- have stamina and be in good health;
- have good eye-hand coordination.

### **School Subjects**

Ordinary Level Certificate is the minimum entry requirement.

Advanced Level Certificate for appointment as an assistant chief inspector and chief inspector.

Compulsory Subjects: None

Recommended Subjects: Mathematics

### **Training**

Meter readers receive in-service training at different engineering departments where the meters are manufactured. On rounds, meter readers work with senior meter inspectors until acquainted with the tasks involved.

### **Employer**

- Municipalities

## **Career 15: Military Pilot**

Military pilots are highly trained professional pilots who work for the air force or army, flying military aircraft.

Military pilots perform a variety of duties and may, for example, transport military cargo and passengers. They may conduct reconnaissance where high-flying photographically equipped aircraft are used. They could be involved in aerial combat where fighter aircraft are used as weapons' platforms.

The duties of military pilots depend to some extent on the type of aircraft on which they were trained. More experienced military pilots could train new recruits as well as be involved in the conversion training of qualified pilots.

There are usually two pilots on board during military aircraft operations, the pilot-in-command (captain) and the co-pilot (first officer). There may, however be more, depending on the type of aircraft and the specific operation.

The captain is responsible for the safety of the aircraft, passengers, crew and cargo. The captain supervises the crew, giving instructions, making decisions, checking the aircraft, route, weather and specific operational orders before take-off. The co-pilot assists or relieves the captain in the operation of the aircraft. The co-pilot also monitors flight instruments.

### **Some fulfilling and satisfying aspects of this career**

- flying
- being part of a defence force team
- "free" training to become a pilot

### **Some demanding and challenging aspects of this career**

- working irregular hours
- stress when having to fly in adverse weather conditions
- reduced life expectancy if and when war breaks out

### **Purpose Orientation**

A military pilot should:

- have excellent health and stamina;
- have good hearing, eyesight and good colour discrimination;
- have no history of organic or nervous disease, mental disorders, drug addiction or alcoholism;

- be responsible;
- have above average intelligence;
- have excellent leadership abilities;
- be able to work well under stress;
- be emotionally stable and mature;
- be able to work in a team;
- undergo a selection procedure.

## **School Subjects**

Advanced Level Certificate

Compulsory Subjects: Mathematics, Physical Sciences

Recommended Subjects: Geography, Languages

## **Training**

Air Force: The training in the Air Force is physically and mentally very demanding. The applicant must be a citizen, medically fit and between 17 and 25 years old when training commences.

After exhaustive medical and psychological screening, pupil pilots are sent to the flying training school to qualify as pilots and be awarded their wings. After completing this training pilot officers have to serve contract periods with the Air Force.

Advanced Training: In South Africa for example, Pupil pilots start training on Pilatus PC 7 (MKII) (Astra) aircraft. After successfully completing this training and serving the required flight hours pilots may do conversion training on other aircraft e.g. helicopters or cheetahs.

After obtaining their wings, candidates may apply for further studies at the Military Academy or to undertake a BSc degree at an approved university.

## **Employer**

- Air Force
- self-employment, as a freelance pilot with charter companies or with an instructor's rating work at flying schools on a freelance basis.

## Career 16: Navy Careers

The mission of the Navy is to render a seaward military service. Landlocked countries don't have a Navy. This is achieved through the development, management and maintenance of an ability to provide maritime operations, assistance and support operations, hydrographical services and supporting services. Highly trained and motivated personnel are necessary to achieve this aim.

There are many career opportunities offered in the Navy, for both commissioned and non-commissioned officers.

*Officers:* direct and control the various parts of the branches of the Navy. They are grouped into the following categories: Combat officers, intelligence officers, personnel officers, finance officers, stores officers, engineering officers and naval technical officers. All officers undergo selection.

*Combat Officers:* are trained to execute the Navy's primary function: maritime warfare. These officers lead the Navy's combat element and ensure that the Navy's complex computerized weapons and their related systems are used effectively. Training focuses on maritime warfare.

Combat officers decide during the final months of their training which one of the following specialist branches they would like to join: Mine Counter-measure Flotilla; Strike Craft Flotilla; Submarine Flotilla; Hydrographical Survey; Independent ships, etc.

*Naval Engineer Officers:* are primarily responsible for the design, development and support of the Navy's weapons, electronic and propulsion services. They study for degrees in either Mechanical or Electrical Engineering at a prescribed university.

*Naval Intelligence Officers:* gather and evaluate all information regarding matters affecting the Navy, in order to ensure maximum efficiency of operations. They also initiate steps to maintain the security of sensitive information.

*Personnel Officers:* render the following support services: recruiting, placing, training, career advancement and administrative tasks. They also control the SA Navy's personnel records.

*Finance Officers:* exercise control over the Navy's income and expenditure and handle budgetary aspects. The conducting of audits and management of the Navy's financial system is their responsibility.

Provisioning Administration Officers provide logistical support to the ships at sea and shore establishments by way of supplying the large variety of stores and other items needed to maintain the Navy. The control, accounting and purchasing of items are their responsibility.

### **Non-Commissioned Officers**

*Combat Operator Branch:* combat operators help to run ships and operate their weapons and other systems. They are grouped into the following specialization categories: weapons operators, radar operators, mine countermeasure operators, divers, survey recorders, communications operators, electronic warfare operators, engine-room attendants and physical training instructors.

*Technical Branches:* highly qualified technical personnel are necessary to control modern warships and maintain the complex equipment they carry. The Navy also requires personnel qualified in certain trades, for the supporting services ashore. Branches that serve at sea and ashore for which the Navy offers learnerships, are: shipwrights, electronic fitters (radio/radar), electronic fitters (weapons), electronic fitters (machinery), mechanical fitters (machinery), mechanical fitters (weapons), electronic fitters (machinery, submarines), electronic fitters (communication, submarines), mechanical fitters (weapons, submarines) and mechanical fitters (machinery, submarines).

Technical branches that only serve ashore and where only qualified applicants are considered, include riggers, instrument fitters, survival equipment fitters, vehicle fitters, printers, metalsmiths, photographers, painters and sign-writers and tailors.

*Supporting Services:* these branches are open to men and women and in most cases they can serve at sea or ashore. It includes the following branches; intelligence, naval police, personnel, finance, provisioning, and chefs and stewards.

Those who distinguish themselves can rise through the ranks and officers can command ships, submarines, flotillas, divisions and areas.

### **Some fulfilling and satisfying aspects of this career**

- job security
- virtually 'free' education and training in a field of your choice or one in which you excel
- camaraderie with fellow navy personnel

### **Some demanding and challenging aspects of this career**

- being away at sea for long periods
- possibility of injury on the job

### **Purpose Orientation**

- bilingual
- medically fit
- prepared to undergo selection procedures
- not suffer from seasickness
- calm temperament
- mentally stable
- good interpersonal skills and leadership qualities (officers)
- sound health and physically fit
- work well in a team

### **School Subjects**

Minimum requirement is an Ordinary Level Certificate

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: Two official languages and other subjects required depend on whether a degree or diploma course is undertaken: Mathematics and Physical Sciences for Engineering Officers and for Combat Officers

Recommended Subjects: Languages

### **Training**

Naval College:

Officers: In South Africa for example, all junior officers receive their orientation training at the Naval College at Gordon's Bay in the Cape, to gain practical experience. Those candidates who have been accepted undergo a 12 weeks basic training course at the Naval College, Gordon's Bay and Western Cape. On completion of the basic training, candidates undergo further selection procedures. Successful candidates continue with Formative Training for Officers Part I. They then proceed with training in their specific direction.

Officers who have the required academic aptitude are sent to the Military Academy to study for their B.Mil. degree, or attend the University of Stellenbosch to be trained as engineers.

## **Employer**

Navy

## **Career 17: Parking Meter Servicer**

Parking meter servicers are responsible for inspecting, repairing and maintaining parking meters on a designated route.

Their tasks include:

- winding meters according to schedule
- adjusting mechanisms
- using hand tools to repair or replace worn parts
- using wrenches to straighten meter pipes
- replacing broken glass
- disassembling meters to clean and oil parts

Parking meter servicers also keep service records to facilitate preventive maintenance.

### **Some fulfilling and satisfying aspects of this career**

- working without supervision
- working with your hands
- working both outdoors and indoors
- being able to obtain work without much education

### **Some demanding and challenging aspects of this career**

- being on one's feet for the greater part of a normal working day
- working outdoors even in bad weather
- frustration at having to repair the same meters over and over again

### **Purpose Orientation**

A parking meter servicer should:

- be responsible;
- have integrity;
- have technical aptitude;

- enjoy detailed work;
- be able to work with his hands.

**School Subjects**

No specific requirements.

Compulsory Subjects: None

Recommended Subjects: None

**Training**

The municipalities which employ parking meter servicers offer on-the-job training.

**Employer**

- Municipalities

## Career 18: Police Officer

Police officers maintain law and order, prevent crime, investigate offences and preserve the country's internal security. Police officers have to be loyal to the Police Service and to the country and put the safety of the public above their own personal safety.

The Police Service normally consists of six divisions within which its members work:

*Support Services:* Some of the services this division renders to the police service are: logistical and language services, financial services, information services, administration services, legal services and so forth.

*Crime Combating and Investigation Services:* This division consists of various units such as the Diamond and Gold Unit, the Murder and Robbery Units and the Vehicle Theft Unit. Their main objective is to combat crime through: the effective management of information; investigation of offences or alleged offences; rendering of forensic science services; and the management of criminal records.

*Human Resources Management:* This division includes several subdivisions such as Personnel Maintenance, Training and Planning and Chaplaincy Services.

*Internal Stability:* The prime task of this division is the combating of violence. Emphasis is placed on preventive action such as patrols in areas of unrest. Members receive training in negotiating and conflict management techniques.

*Visible Policing:* This division specializes in less serious crimes and consists of various units such as the Reserve Police, Crime Prevention, the Special Guard Force and Emergency Services. They specialize in crime prevention, the investigation of less serious crimes, routine police services and administration.

*Community Relations:* This division is responsible for liaison services between the news media,

police activities and the public. They must build a positive image of the Police Service. The division consists of, amongst others, Community Liaison, the Museum, the Video Unit and the various bands.

### **Some fulfilling and satisfying aspects of this career**

- helping community members in need
- variety of work and specialities
- good benefits
- investigating and solving crimes
- putting criminals behind bars

### **Some demanding and challenging aspects of this career**

- some routine work
- working shifts
- possibility of injury on the job
- lack of recognition by the public
- generally poor remuneration, besides relatively good benefits

### **Purpose Orientation**

A police officer should:

- be emotionally mature and stable;
- work well under stress;
- be responsible;
- be honest and have integrity;
- be calm and patient;
- able to give and execute orders;
- make appropriate decisions quickly;
- have the desire to help others;
- able to maintain the highest form of discipline;
- be physically fit;
- be willing to work irregular and long hours.

### **School Subjects**

Advanced Level Certificate.

Compulsory Subjects: None

Recommended Subjects: None

### **Training**

Degree: Policing BTech

## Diploma: Policing

College: Police students are sent on a 6 months training. The training consists of theoretical work and six months practical work in various police stations in the province.

Prospective police officers must:

- undergo a strict selection procedure
- be between 18 - 35 years of age
- be a minimum of 1, 67 metres tall (men)
- be a minimum of 1, 62 metres tall (women)
- have no mental or physical handicap
- have no criminal record
- be in possession of a driver's licence
- be able to speak English and at least one other language
- take the oath of office

### **Employer**

- Police Service
- self-employment, eventually could open own business, such as a private investigator

## Career 19: Polygraph Examiner

Polygraph examiners, also known as Forensic Psycho-physiologists, administer polygraph tests. First there is a pre-test interview with the person concerned to establish the reason for the test, then personal particulars and medical histories are obtained to ensure suitability for the test.

People are generally not good at picking up when another person is lying, unless trained to know what to look out for. Facial and body movements, as well as conversation, offer clues as to whether a person is lying or not. None of these clues is fool proof, but they may provide some insight when investigators interrogate possible crime suspects. Polygraph testing is very controversial but there is a growing demand for it in the corporate world in Africa. The polygraph examiner observes the examinee for visual, verbal and behavioural cues which may expose a subtle lie, and take these observations into account when considering the result of the polygraph test.

The way the polygraph works is loosely based on the physiological changes the human body undergoes when a person is telling a lie. These reactions are then digitally recorded and interpreted by a qualified polygraph examiner. The changes in the human body are controlled by the autonomic or involuntary nervous system. What makes the autonomic nervous system so useful to an examiner conducting a polygraph test is that the person being tested is unable to control these reactions.

When a person is telling a lie, their body perceives the person being lied to as a threat and it will then enter the “fight or flight” mode, producing adrenalin. The person’s heart beats more rapidly, the pupils of the eyes dilate and the hands and fingers sweat. All these changes occur naturally to enable the person to strike harder, sprint faster or lift heavier loads, in order to escape threatening situations.

The polygraph device records all these reactions through four channels. A blood pressure cuff placed on the upper arm measures changes in blood volume. A sensor placed on the tip of a finger determines whether there is more sweat gland activity. Two sensors running across the

chest and stomach also measure changes in the breathing pattern of the examinee. Some examiners use an additional sensor, which focuses on the eye and records changes in the size of the pupil.

The questions asked by a polygraph examiner are a combination of so-called “relevant” questions and “control questions”, for example about an office burglary. A person not involved in the burglary will show a strong physiological response to a question unrelated to the case under investigation, yet show no response to the relevant questions asked. The culprit, however, perceiving a relevant question, “were you involved in the burglary at your offices?” to be the more of a threat than the control question, would show a marked response when confronted with this direct query.

Whether polygraph tests are considered to be accurate or not, depends on who you ask. Those in favour of such tests claim that the new computerised polygraph systems are almost 100% accurate. Those opposed to polygraphs point out that the general consensus amongst scientists is that using the results obtained from polygraphs is not a scientific basis for determining guilt.

Polygraph testing in Africa is still in its infancy. At this stage, there is no legislation controlling the use of the test, nor is there legislation protecting an employee’s rights against abuse of the test results obtained. Polygraph examiners have been accepted as expert witnesses.

A polygraph examiner will conduct four to five tests a day on average, go to clients, get case information and either conduct tests in the office or at a client’s premises. They also have to type reports, obtain statements and may be called upon to testify in court.

### **Some fulfilling and satisfying aspects of this career**

- being involved in solving cases
- assisting in catching criminals and clearing the names of innocent people
- getting a confession from an examinee

### **Some demanding and challenging aspects of this career**

- dealing with unpleasant cases
- knowing that some guilty people will go free

### **Purpose Orientation**

- be a good communicator
- be able to deal with all types of people
- be respectful
- be able to deal with stressful situations
- have analytical skills

- strong moral character

### **School Subjects**

Advanced Level Certificate meeting requirements for course.

Compulsory Subjects: None

Recommended Subjects: Life Sciences

### **Training**

To become a polygraph examiner you need to have a tertiary qualification in Psychology, Criminology, Law, Physiology or Policing. Usually experience in security, defence force and policing will be an advantage.

### **Employer**

- departments of safety, security and defence

- self-employed

## **Career 20: Post Office Clerk**

Post office clerks work directly with the public, serving them at the counter in a post office.

They perform the following duties:

- direct sales of stamps, postal products and stationery such as registered and fast mail envelopes and parcel containers
- handle financial transactions including savings bank transactions, paying out of pensions, money and postal orders
- receive payments, for example, telephone and municipal accounts
- accept and deliver mail over the counter, such as registered and insured letters and parcels
- involved with client liaison including advising on services, answering of inquiries and assistance in the completion of forms

### **Some fulfilling and satisfying aspects of this career**

- working indoors
- working with people
- steady employment

### **Some demanding and challenging aspects of this career**

- routine tasks
- dealing with rude and difficult members of the public
- relatively poor remuneration

### **Purpose Orientation**

A post office clerk should:

- have flexibility to learn many kinds of tasks;
- be diplomatic and tactful;
- have a friendly attitude towards people;

- work well with others;
- be able to work with a minimum of supervision;
- be able to follow directions carefully and accurately.

### **School Subjects**

Advanced Level Certificate

Compulsory Subjects: English

Recommended Subjects: Mathematics, Accountancy

### **Training**

The post office clerk receives in-service training.

### **Employer**

- The Postal Service

## **Career 21: Power Plant Operator**

Power plant operators are responsible for the switching on and off, and maintenance, of electricity generators. All the equipment necessary for this process is linked to a central control room.

Power plant operators control the complex generation and auxiliary equipment and need to ensure that the equipment is always in a working condition. They also monitor and record the electricity generation processes.

They supervise the delivery of coal, with which steam is created in order to propel turbines that generate electricity. They also monitor the operation of the steam and turbo power generators. In more senior positions power plant operators may control the functioning of the coal, water cooling, ash and hydrogen generator installations. The senior member in a power station controls the production of electricity by synchronising the operations of the various sections.

Power plant operators work their shifts in modern, air conditioned and soundproof offices.

### **Some fulfilling and satisfying aspects of this career**

- being able to obtain work without much education
- doing work that is not physically demanding
- doing work that provides a service to others

### **Some demanding and challenging aspects of this career**

- being on one's feet most of the time during a working day
- working evenings, weekends and holidays
- working under pressure

### **Purpose Orientation**

A power plant operator should:

- enjoy working in a team;
- observe safety rules;
- be a responsible and careful worker;
- have good judgement;
- work well under pressure;
- be able to give and follow instructions;
- have good vision and an eye for detail;
- able to concentrate for long periods.

### **School Subjects**

Ordinary Level Certificate.

Compulsory Subjects: Mathematics, Physical Sciences

Recommended Subjects: Electrical Technology

### **Training**

Power plant operators receive intensive in-service training for a period of six months in all the basic skills needed for the work. Training is received in basic power plant installation, boilers, turbines, installation safety measures and high voltage regulations.

### **Employer**

- Power utilities
- Large municipalities

## **Career 22: Public Administration Officer**

The effective administration of the policy of the government-of-the-day is totally left in the hands of the government officials. On provincial and municipal level it is also the same. The provincial and municipal councils take care of the stipulation of the policy and the approval of the budget, but the real administration of the policy and the implementation of the budget is left to the provincial and municipal administration official.

It is expected of the public administration officials, either on central, provincial or municipal government level, to administer the broad political policy trend of the government-of-the-day, so that the community may be served.

When a state institution, provincial or municipal government or government corporation, or any other public institution is studied carefully, one will find that they have common activities, for example all public institutions must:

- strive after a central goal, government policy and departmental policy
- employ personnel to do the work
- obtain funds, spend and control them carefully
- be organized according to a fixed pattern to define authority guidelines and communication lines
- function according to fixed procedures and methods to legalize work proceedings
- be efficiently and effectively managed
- be controlled carefully and with responsibility.

Without the above-mentioned functions, no public institution can function effectively.

As public administration officials, one may get involved with bookkeeping, auditing, financial control, personnel administration, correspondence and a great deal more.

### **Some fulfilling and satisfying aspects of this career**

- working with people

- helping others

### **Some demanding and challenging aspects of this career**

- administrative tasks like filing reports
- routine nature of the tasks
- very demanding due to heavy responsibility

### **Purpose Orientation**

- be friendly, helpful and patient
- must honour the community values of others and take them into account
- must be responsible people and not make careless mistakes
- must honour the rulings of the lawmaker

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: Mathematics (for study at a university).

Recommended Subjects: Accounting, Economic

### **Training**

Degree: The BAdmin degree

BTech degree in Public Management

Public Administration

Public Management

People with a BAdmin degree may be employed on a junior management level and may advance from there to management level, for example Director General, city clerk or chief manager of various institutions.

### **Employer**

- state departments
- provincial and municipal governments
- state trade undertakings
- state corporations
- various product marketing boards
- research institutions
- universities

## **Career 23: Public Prosecutor**

Public prosecutors represent the Attorney General in criminal cases in a magistrate's or regional court. Each prosecutor has a delegation to prosecute in a specific magisterial district or regional division.

Public prosecutors study police dockets and often ask for additional police investigations to build up complete cases. On the basis of the evidence prosecutors decide if accused people may reasonably be charged and in terms of which laws or regulations this should be done. If it is decided to prosecute the accused, the prosecutor summons the accused and witnesses to appear in court.

Public prosecutors present cases to the courts, explaining and arguing all relevant evidence, whether against or in favour of the accused, to ensure that justice prevails. It is the job of public prosecutors to try to prove the alleged transgression beyond reasonable doubt.

Public prosecutors' work is done mostly in court and in the office where research is done on a case. Prosecutors may sometimes accompany witnesses to crime scenes to get more information about cases. They also have to do administrative work and have to write reports to the Attorney General and keep records of cases dealt with.

### **Some fulfilling and satisfying aspects of this career**

- working with a variety of cases and people
- doing professional work
- helping keep law and order by prosecuting people who contravene the law
- being respected

### **Some demanding and challenging aspects of this career**

- working long hours preparing for prosecution
- working with circumstantial evidence only

### **Purpose Orientation**

A public prosecutor should:

- have a good knowledge of human behaviour;
- be able to judge people correctly;
- be able to argue objectively;
- have above average intelligence and a good general knowledge;
- be fluent in more than one official language;
- stay calm and friendly;
- be agreeable and tolerant;
- inspire confidence.

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: None

Recommended Subjects: Languages

### **Training**

There are two possible ways to become a public prosecutor. One possibility is to study for a Diploma in Luris or B.Luris degree while working in a clerical capacity at a magistrate's office or at the Ministry or department of Justice.

The second possibility is to complete one's studies before assuming duty. After successful completion of the B.Luris or BProc degree, public prosecutors can study towards the LL.B. degree, which is a requirement for promotion to higher posts.

Degree: B.Luris or BProc

Diploma in Luris

### **Employer**

Department / Ministry of Justice

Once public prosecutors have acquired experience in district courts, they may become regional

court prosecutors where serious cases are handled, such as murder, rape, fraud, robbery and culpable homicide.

Public prosecutors with LLB degrees can transfer to the office of the Attorney General where they will prosecute cases, mostly in High Court, as state advocates.

## **Career 24: Saw-Operator**

There are two kinds of saw-operator:

Forestry saw-operators work in plantations and forests, and are responsible for the felling and cutting of trees. They trim limbs from felled trees and saw the felled trees into logs. They use axes, manual saws or chain saws. Before felling a tree, they look at it carefully to determine the direction in which it should fall when cut. Then an undercut is made in the trunk and a saw cut made on the opposite side to meet the undercut; this will cause the tree to fall in the desired direction.

Sawmill saw-operators work in sawmills where felled trees are processed. In the sawmills operators set and operate various machines including band saws, frame saws and circular saws.

Saw machine operators work either indoors in a mill which can be noisy and filled with sawdust or outdoors in the forests where they are subjected to different climatic conditions, which may be hot, cold, rainy and/or dusty.

Both forestry and sawmill saw-operators need to be extremely cautious when working due to the high-risk nature of their jobs. Saw-operators are also responsible for the sharpening of axes and saws.

Edgers at a sawmill operate multiple-blade sawing machines, which cut square the rough and uneven edges of logs. They saw logs into planks and boards of lesser thicknesses, and in standard sizes and lengths.

### **Some fulfilling and satisfying aspects of this career**

- working with wood and trees
- for forestry saw-operators - working in the open, often in beautiful surroundings
- the practical nature of the work

### **Some demanding and challenging aspects of this career**

- adverse working conditions
- possibility of injury on the job
- the very demanding physical side of the work

### **Purpose Orientation**

A saw-operator should:

- be dependable and responsible;
- be able to work and decide independently;
- have above-average physical health and strength;
- have manual dexterity;
- have good eye-hand coordination;
- be able to lead those under him (foreman).

### **School Subjects**

No specific requirements.

Compulsory Subjects: None

Recommended Subjects: Mechanical Technology

### **Training**

Forestry Saw-Operator: in-service training is given to the more experienced forestry workers.

After the in-service training, saw-operators work for a further 6 months before being appointed as chainsaw- operators.

### **Employer**

- The Department Water and Forestry
- The Department of Environment

## **Career 25: Stable Hand**

Stable hands, also known as grooms and strappers, assist with maintaining and cleaning stables and handling horses and other stud animals.

Stable hands groom, feed, handle, stable and exercise horses. They observe and check horses for lameness, common injuries, ailments and infections and administer first aid, medication or other appropriate treatment. They are responsible for cleaning and maintaining stables and training equipment. They accompany horses to registered race meetings, gymkhanas and equestrian events. They sometimes exercise horses during track work or equestrian activities.

Some stable hands who show potential and are light in weight may become learner jockeys.

Stable hands commence work early in the morning and may be required to work on weekends and public holidays. The work must be done in all kinds of weather. Long hours are usually involved.

### **Some fulfilling and satisfying aspects of this career**

- working outdoors and with horses
- helping horses in distress
- seeing how horses respond to training is a rewarding factor
- the opportunity to advance in this field

### **Some demanding and challenging aspects of this career**

- frustration when animals do not respond to training
- the work can be physically tiring
- having to work long hours in all kinds of weather

**Purpose Orientation**

- good health
- capable of hard physical work
- a genuine interest in horses and their care

**School Subjects**

No set level of schooling required, but it is suggested that you progress as far as you can at school

Compulsory Subjects: None

Recommended Subjects: Life Sciences and Physical Sciences

**Training**

In-service training is usually offered in the relevant place of interest such as those listed below:

**Employer**

- circuses
- racecourses
- stables
- armed services

## Career 26: Tax Official

Tax officials work for the Revenue Authorities of their countries and perform a variety of duties depending on the capacity in which they are employed.

The main directorates on Revenue Authority are to perform the following tasks within the Department of Finance: collection of taxes, the development of a stable tax structure within the framework of economic circumstances, the creation of local services, as well as the determination of a policy whereby laws pertaining to tax income and other taxes can be interpreted.

Revenue Authorities offer their officials the opportunity to follow careers as revenue clerks or taxation officers. These are two different occupational classes, each with a distinctive character.

**Revenue Clerk:** This entails working in Registry and the Cash Office. Salary affairs are edited and enquiries dealt with. These tasks are more complicated than regular clerical work. Revenue clerks must have knowledge of the tax laws.

**Tax officer:** In many cases the tasks of the officers and clerks are similar. The following functions of the tax officer can be distinguished:

- *Assessment:* Tax assessors must determine the taxable income of individuals and companies according to their tax returns. He must be resourceful and take the initiative in detecting cases where individuals and/or companies try to evade taxes. Parliamentary legislation and courts assist him.

- *Tax Collection:* The collection of, and accountability for taxes are sensitive matters. Collectors have wide powers, which demand judiciousness and prudence. The official must therefore enjoy

working with people and money.

- *Auditing*: In cases arousing suspicion, income and tax records are thoroughly inspected and audited to determine if and where tax is being evaded. To the thoroughly trained and experienced officials this type of work offers a challenge, because they have to test their ingenuity against that of attorneys in some cases.

- *Legal Interpretation*: A major part of these officials' duties is concerned with the execution and interpretation of tax legislation. There are a number of areas in this field where persons who are interested in legal application will thrive.

- *Administration*: To administer and manage tax collection successfully, Revenue Services requires officials who are interested in the application of moral science.

- *Data Processing*: The Zimbabwe Revenue Authority (ZIMRA) for example, is a leader in the field of data processing and utilizes sophisticated computer and telecommunication systems.

### **Some fulfilling and satisfying aspects of this career**

- playing a big part in government economics
- working with people
- new challenges regularly

### **Some demanding and challenging aspects of this career**

- sometimes having to deal with difficult people
- sometimes having to take legal action against members of the public
- stress of completing work to deadlines

### **Purpose Orientation**

A tax official should:

- have an investigative frame of mind;
- have an aptitude for figures;
- be alert and observant;
- be multilingual;
- be reliable and totally honest;
- understand human behaviour;
- able to work effectively under pressure.

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Ordinary Level for clerical work.

Compulsory Subjects: English, Mathematics

Recommended Subjects: Accounting, Economics, Business Science

### **Training**

Degree: B Com, BA, B Admin with the following subjects: Accounting, Economics, Business Economics.

Diploma in Taxation

Revenue Authorities in different countries offer in-house training.

### **Employer**

- revenue Authorities

- self-employment, after qualifying as a Chartered Accountant and gaining relevant experience in tax consulting, possibly with Management Consultants or Auditing Firms, you can set up your own practice as a tax consultant

## **Career 27: Vulcanologist**

Vulcanologists study volcanoes and predict eruptions and their effects. Short-term forecasting and accurate prediction of large volcanic eruptions have improved immensely in recent years.

Vulcanologists monitor active volcanoes by using various tracking methods, for example gas monitoring, deformation studies and seismic monitoring. Seismometers determine the strength and location of an earthquake by measuring ground vibrations. Seismographs receive signals and plot data in the form of a line called a seismogram.

Many vulcanologists find work as university professors teaching petrology or a geological subject such as vulcanology as their main field of interest. Some find work evaluating the safety of the long-term storage of nuclear waste.

Volcanoes can be extremely dangerous when an eruption occurs, but with the help of vulcanologists and technology, many lives can be saved.

### **Some fulfilling and satisfying aspects of this career**

- working with lots of challenges
- being able to venture into work that can be dangerous
- helping to save lives

### **Some demanding and challenging aspects of this career**

- extremely stressful work
- working outdoors in variable weather condition
- working in severely dangerous conditions

### **Purpose Orientation**

- scientifically inclined
- courageous and adventurous
- strong personality
- like travelling
- enjoy outdoor life and geology
- adaptable to various conditions
- able to keep calm and rational in a crisis situation
- above-average intelligence
- naturally inquisitive and analytical

### **School Subjects**

Advanced Level Certificate meeting degree requirements for a degree course

Ordinary Level Certificate meeting diploma requirements for a diploma course

Each University or College will have its own minimum entry requirements.

Compulsory Subjects: Mathematics, Physical Sciences

Recommended Subjects: Geography

### **Training**

Degree: relevant degree such as in Geoscience, Soil Science, Geology, Earth or Environmental Science

Diploma in Geology

### **Employer**

- government departments
- geological surveyors
- universities
- research institutes