



The Small Enterprise Foundation

Graduate Programme

Overview of SEF Graduate Programme

SEF Graduate Programme is a 12 month training and development programme aimed at recent graduates with a commitment to the elimination of poverty and a passion for changing the world. During the Programme successful candidates will have the opportunity to gain hands-on experience within the most famous South African Microfinance Organisation (MFI) and an internationally recognised organisation in the field of microfinance.

The aim of the programme is to enable young graduates to cover key roles and assume responsibility in the future of SEF. Personal and interpersonal skills will develop hand in hand with business skills. While learning different tasks and covering diverse responsibilities within the organisation, successful candidates will have the opportunity to relate with several positions within and outside the organisation. Also, the Graduate Programme will involve working both in the head office and in the rural areas where SEF operates. This experience will provide our graduates with a solid experience to ensure a flourishing career.

The Structure of SEF Graduate Programme

Rotational Schedule

Successful candidates will attend a 6 months rotational programme which will give them the opportunity to acquire hands-on experience in all the departments of the organisation. These include **Operations, Administrations, Finance, Quality Assurance, Training, Human Resources, Research and Development, the IMAGE Gender and HIV/AIDS Training Programme, IT and Management Office.**

Departmental Specialisation

During the second half of the Graduate Programme, the successful candidates will be assigned to one of the department, based on their personal interests and the organisation's needs. This will assure relevant practical exposure to a specific department and allow the candidate to strengthen applicable and useful skills to cover future roles within the organisation.

What our graduates say about the Graduate Programme

Fikile, Graduate 2011

"Would I recommend joining SEF's graduate programme? Absolutely. I think this is a great opportunity that enables better decision making regarding what you eventually want to do, where you want to make your career and to see where your real skills and competencies lay. Through this programme, I have had an ideal opportunity to see how microfinance works and to see the work and efforts being put by every departments to make a success of the organisation and its mission. It's definitely not the way I thought it would be when I was still on campus! But I have discovered that

through this programme, I can grow professionally and personally."

Percy, Graduate 2011

"...a time spent learning about the ins and outs of a microfinance organisation, a challenging environment that at the same time manages to be truly fulfilling and rewarding."

Application Process

What is SEF looking for?

Requirements:

- A degree in social sciences, business administration, economics, finance, statistics or international development would constitute an advantage;
- Strong academic record – an average of 60% throughout the course is essential;
- Excellent written and verbal communication skills;
- Good analytical skills;
- Ability to work in a team, as well as independently;
- Advanced computer literacy – Microsoft office package;
- The ability to prioritise and multi-task;
- Self confident and self motivated.

The Graduate programme is based in Tzaneen, Limpopo.

How to apply (dates are valid each year)

Applications are open on May 1st.

To apply email your CV, Cover Letter and Academic Transcript to

HRmanager@sef.co.za

Or post hard copy to

Graduate Programme – HR Department
The Small Enterprise Foundation
P.O. Box 212
0850, Tzaneen
South Africa

Closing date: August 31st.

Shortlisted candidates will be contacted by end of September.

Interviews will be held during October.

Successful candidates will be notified by end of November.

For further information, contact SEF HR Department on 015 307 5837, email at info@sef.co.za or visit our website <http://www.sef.co.za/>