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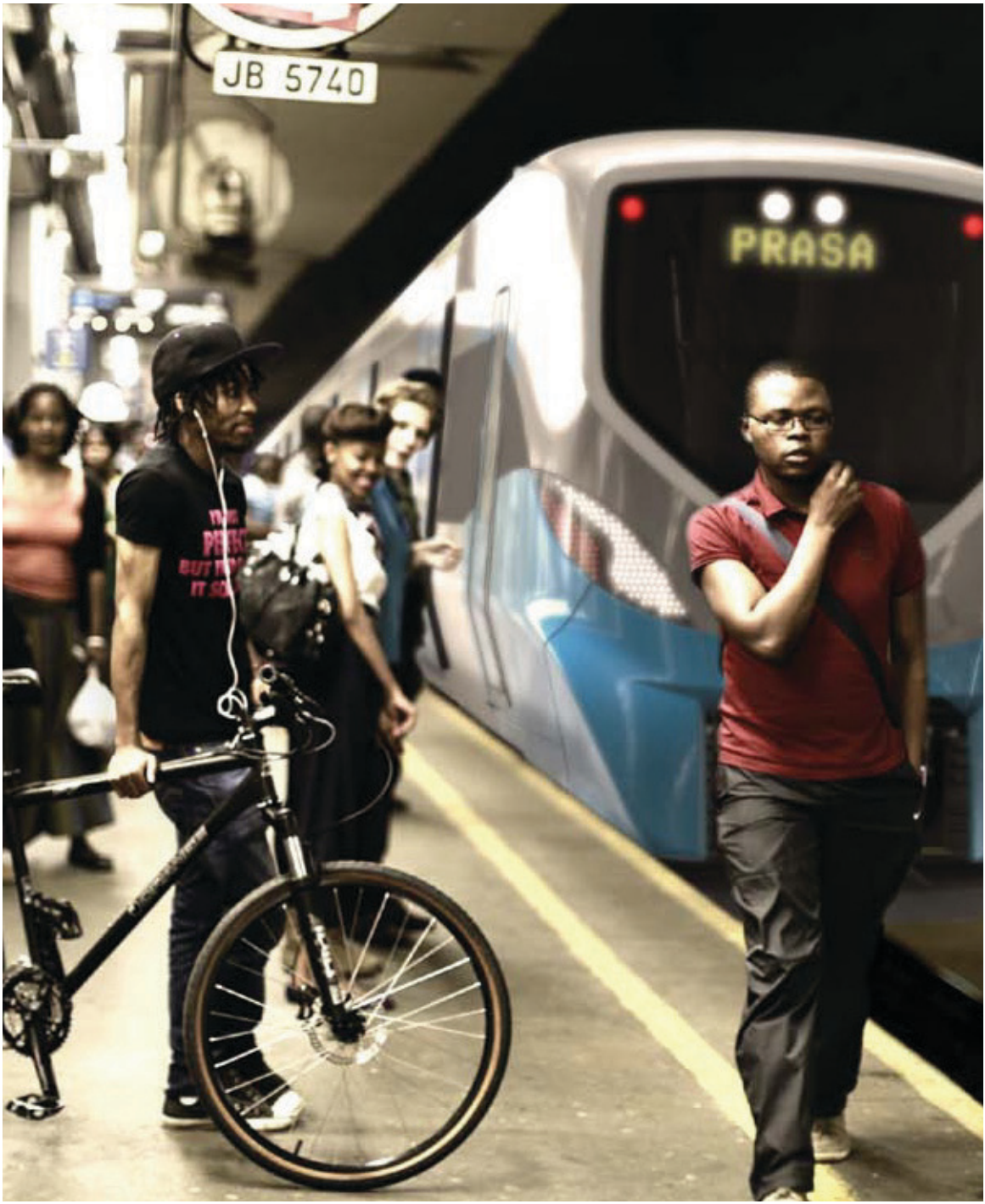
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

CAREER DAY PROGRAMME

www.prasa.com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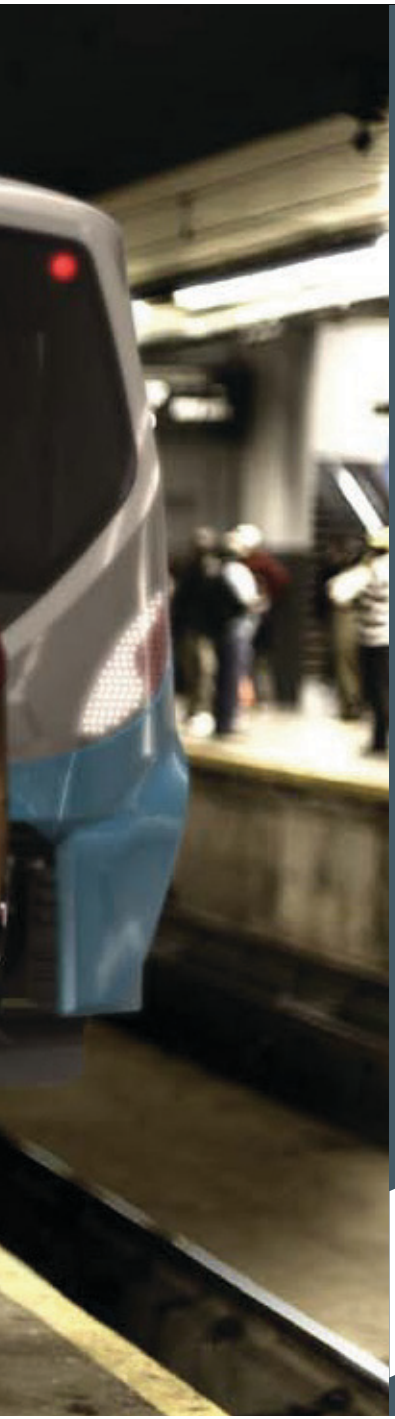

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PASSENGER RAIL AGENCY
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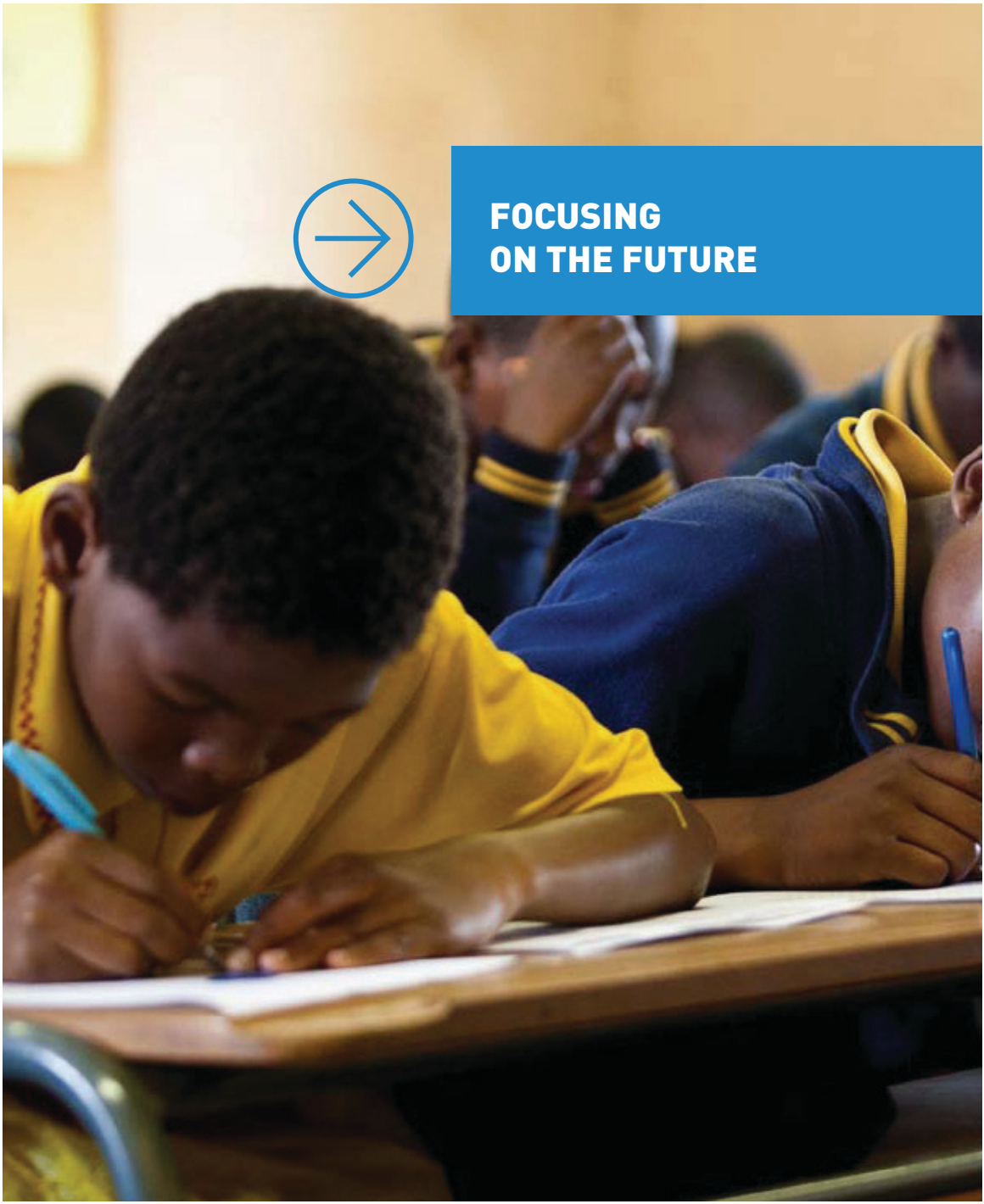


FOCUSING ON THE FUTURE

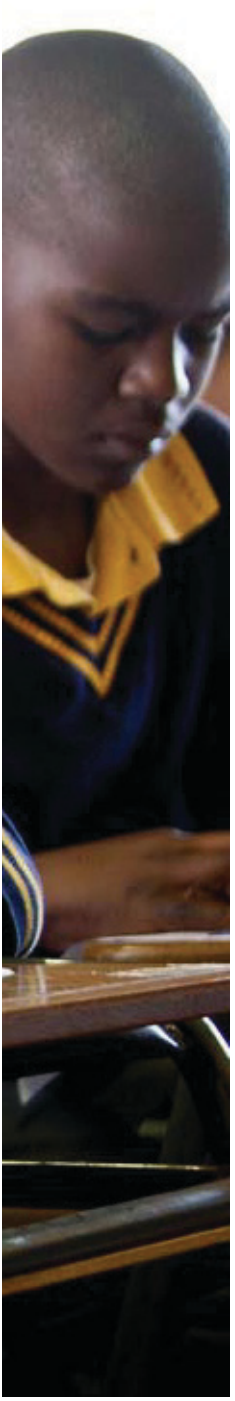
FOCUSING ON THE FUTURE

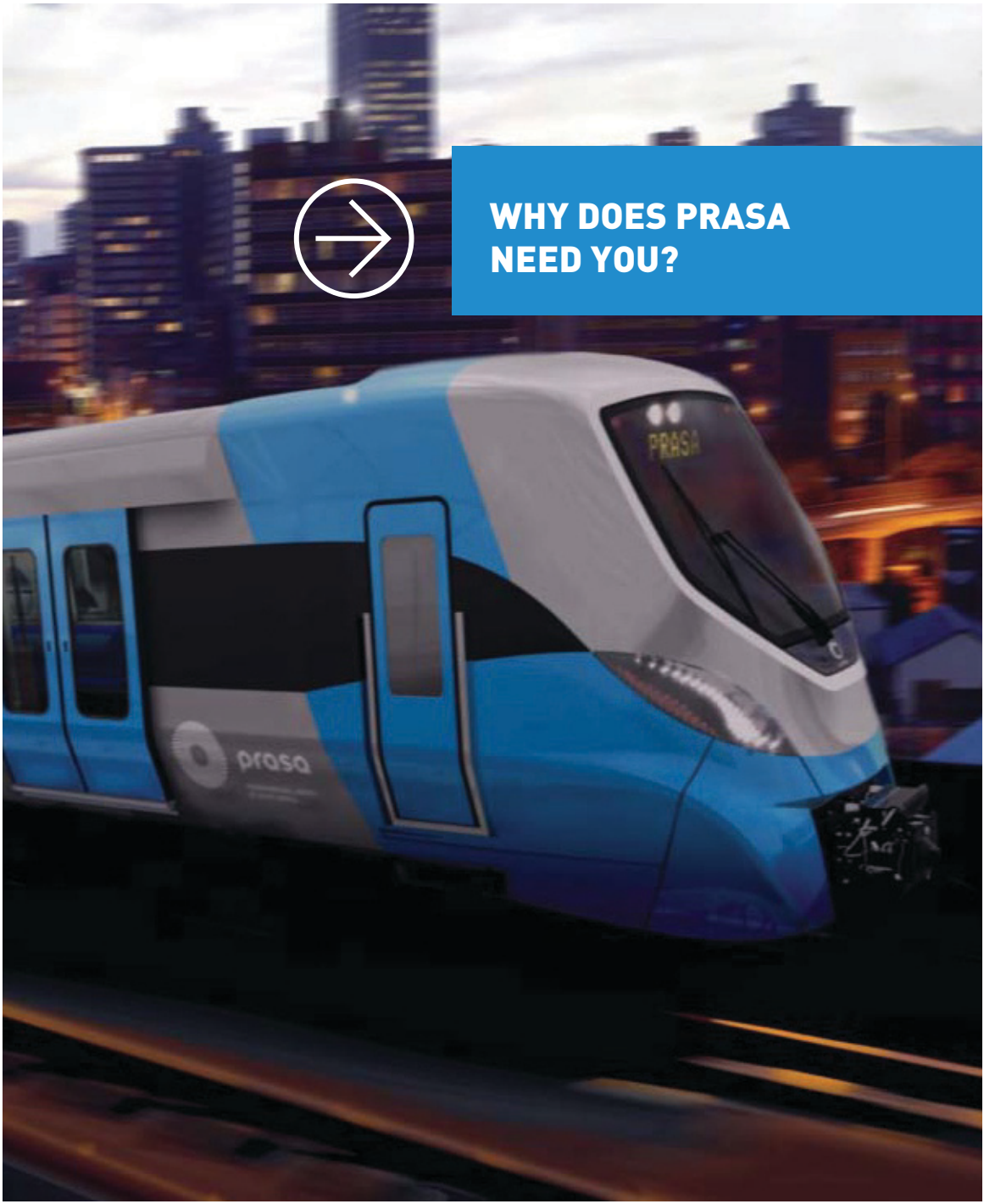
You're at a very exciting place in your life right now. You're thinking about the future, wondering what you will do after school, what career you would like to follow and whether you should study at a college or university.

But this can also be a concerning time. Maybe you're not really sure what job you want, or even what opportunities are available to you. Maybe you're worried about how you will get the money for studying further.

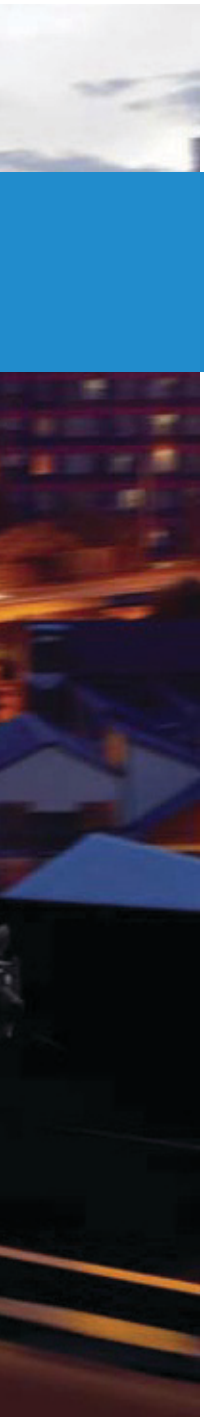
This is where we, the Passenger Rail Agency of South Africa (PRASA), come in. PRASA is not just about trains and railway stations. We offer a wide range of exciting career opportunities, from careers in finance to property management to the social sciences and the IT field. Some jobs require you to have a degree or diploma but others just require a Matric certificate.

We also offer a few bursaries to assist you in paying for further study at universities or colleges, along with internships for the work experience you may need to complete your diploma or degree.





WHY DOES PRASA NEED YOU?



WHY DOES PRASA NEED YOU?

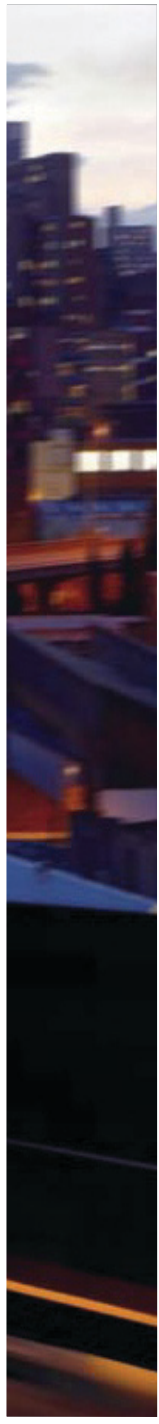
Over the next 10 years, PRASA has a bold vision of improving and expanding our rail network and rolling out a fleet of new trains throughout South Africa. We will be making our country's trains and rail network truly world-class, so that it ranks up there with Europe and America. To achieve this, we require skills which are currently in short supply as the majority of these skilled professionals are retired or nearing retirement. We believe you can help make our vision a reality. We don't just need university graduates; we also need matriculants and graduates from technikons and technical colleges.

South Africa is a country that is full of hope and good prospects. The growth of our economy is proof of that. Yet both unemployment and poverty are still at unacceptably high levels, which means our growth is not fairly shared.

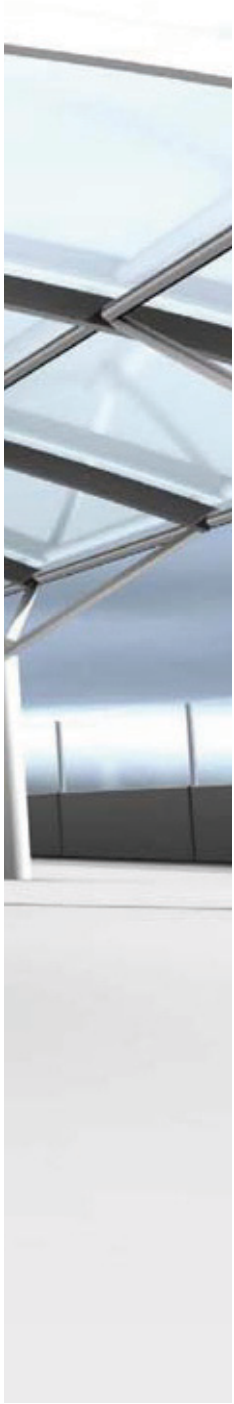
The biggest obstacle to this shared growth is a lack of skilled labour. We have to overcome the shortage of suitable skilled labour if our dreams for our country are to be realised.

Through initiatives like the PRASA Career Days, we can share information with you about career opportunities at PRASA and start working towards addressing this skills shortage together.

In this booklet you will find out a lot more about PRASA. You will learn about what we stand for, what we believe in and how we aim to make rail the most preferred mode of transport in the country. We will also tell you what career opportunities are available at our company, along with letting you know what qualifications you need if you want to pursue these careers at PRASA. Lastly, we also include information about our bursaries and internships. We hope that this booklet will also make you want to join us on our journey into a very bright future.



WHO IS PRASA AND WHAT DOES PRASA DO?



WHO IS PRASA?

The launch of the Passenger Rail Agency of South Africa (PRASA) in March 2009 brought forth a new era in passenger transport that saw former South African Commuter Corporation (SARCC) transformed into PRASA. Metrorail, Shosholoza Meyl,Autopax (Translux and City to City long distance bus service) and Intersite Property Management Services formerly under SARCC and Transnet were incorporated as part of PRASA. PRASA then established PRASA Corporate Real Estate Solutions (PRASA CRES in 2010) to manage its station facilities with Intersite Asset Investments focusing on exploiting PRASA assets.
The consolidation of the entities followed a Cabinet decision of 01 December 2004 which was done in order to offer rail passengers integrated services that prioritise customer needs, provide better mobility and accessibility to transport in pursuit of a better life for all.

PRASA established PRASA Technical in 2012 to focus specifically on research, forecasting, planning and execution of modernisation of infrastructure as well as purchase of new rolling stock.

WHAT PRASA DOES

Legislative Mandate of PRASA:

Legal Succession Act:
PRASA as an arm of the Department of Transport, the Shareholder, primary focus is on the mandate as contained in the Legal Succession to the South Africa Transport Services ("SATS") Act of 1989 as amended in November 2008. The main object and the main business of the Agency are to—
(a) ensure that, at the request of the Department of Transport, rail commuter services are provided within, to and from the Republic in the public interest; and
(b) provide, in consultation with the Department of Transport, for long haul passenger rail and bus services within, to and from the Republic in terms of the principles set out in section 4 of the National Land Transport Transition Act, 2000 (Act No. 22 of 2000). The second object and secondary business of PRASA is that the Agency, PRASA shall generate income from the exploitation of assets acquired by it. A further requirement is that, in carrying out its object and business, PRASA shall have due regard to key government social, economic and transport policy objectives. As a public entity, Government initiatives remain a strategy driver for PRASA. This is manifested through legislation, government policies and strategies such as the

- National Transport Policy
- Public Transport Strategy
- Legislation such as the National Land Transport Act
- Green Paper on Rail
- Economic Strategy and Job creation initiatives

WHAT PRASA STRIVES FOR

WHAT PRASA STRIVES FOR

OUR MISSION

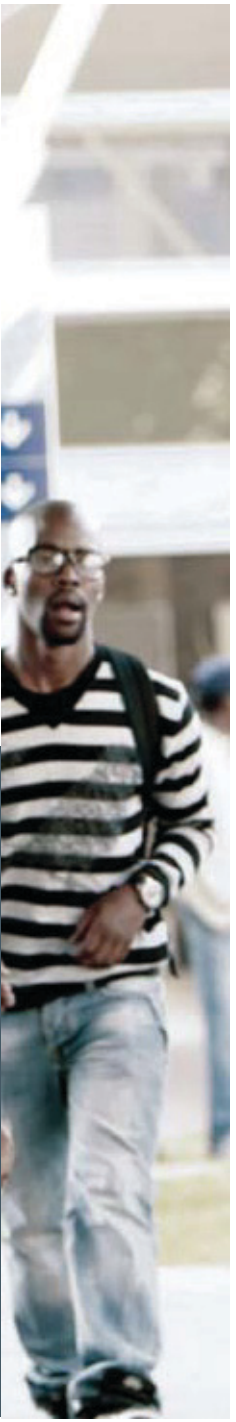
To strive for High-Quality and Sustainable Passenger Services through Service Excellence, Innovation and Modal Integration.

OUR VISION

To be the Leader in Passenger Transport Solutions.

Five Principles underpin the PRASA Vision and Mission:

→**Mobility** – PRASA shall contribute to sustainable public transport solutions through providing high-quality passenger services founded on an integrated network of mobility routes.
→ **Accessibility** – PRASA shall provide quality rail, bus property management services that enable individuals and communities to access socio-economic opportunities and contribute to a better quality of life of the people as a whole.
→**Modal Integration** – reframing the basis of business delivery, favouring innovation, seamless integration and partnerships.
→ **Service Excellence** – a deep commitment to superior performance that is safe, reliable and affordable, provide a dignified travel experience that makes a lasting impression, and builds brand loyalty – both internally (employees) and externally (customers) – that adds benefit to the passenger.
→ **Sustainability** - A focus on sustainable development in business that considers not just the financial 'bottom line' of prosperity, but the environmental quality and social equity



WHAT PRASA BELIEVES IN

WHAT PRASA BELIEVES IN

Our values are based on input from all our members of staff, from our train conductors to our mechanical engineers to our business executives. These values are:

- **Fairness and Integrity**

  Treating our customers and our colleagues the same way as we would like to be treated.

- **Service Excellence**

  Providing the kind of service that ensures that our customers leave with a smile.

- **Performance Driven**

  Developing new areas of opportunity while offering quality products to our customers.

- **Safety**

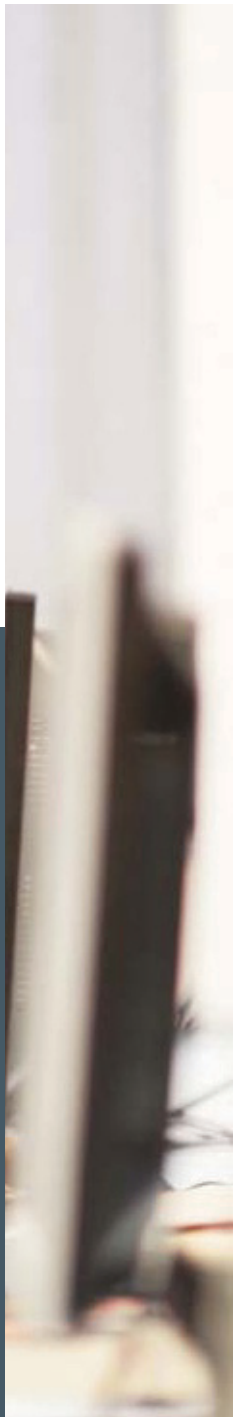
  Ensuring our customers and colleagues enjoy their journey and arrive safely and feeling refreshed.

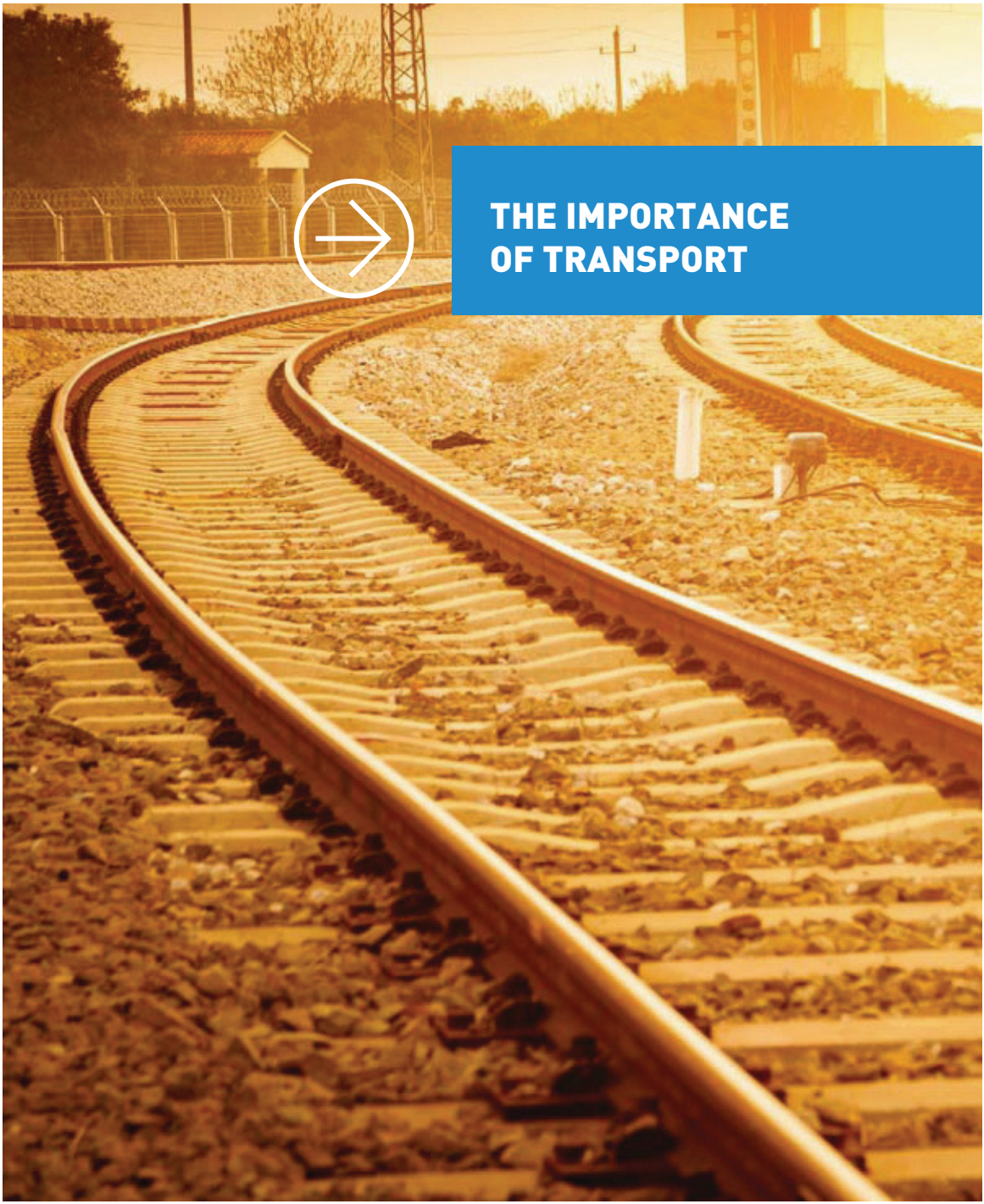
- **Communication**

  Sharing information with our customers and colleagues in an open and honest way.

- **Teamwork**

  Working together with our customers to achieve our goal of recognising one another's worth.





THE IMPORTANCE OF TRANSPORT

THE IMPORTANCE OF TRANSPORT

Transport creates valuable links between regions and economic activities, between people and the rest of the world.

01 **Historical importance:**
Transport has played a vital role in the rise of civilizations.

02 **Social importance:**
Through transport, we have access to healthcare, welfare and cultural events.

03 **Political importance:**
Government regulates the transport industry and can also be a source of investment in the industry.

04 **Environmental importance:**
Decisions relating to transport, such as where to put new railway lines, need to take into account the impact on the environment.

05 **Economic importance:**
Transport is a cost to be considered in the production of goods and services.

CAREER OPPORTUNITIES AT PRASA

TECHNICAL

FIELD	AREA OF SPECIALISATION	DESCRIPTION	QUALIFICATIONS REQUIRED
TECHNICAL	Electrical Engineering	Design, manufacture, install and maintain equipment and installations that generate or use electrical energy. This field requires people who are mathematically inclined, can make decisions and delegate and control assignments. Technicians and professional technologists are needed.	Diploma/degree in Electrical Engineering (heavy current) Diploma/degree in Electrical Engineering – specialised field: Signalling/Telecommunications (low current)
	Signalling Engineering	Design, implement and do tests and commissioning. Ensure compliance to equipment standard speci cation. Draft engineering documents. Must be registered with the Engineering Council of South Africa (ECSA).	N6, S4, ND in Electronics Engineering or Computer Systems/ BTech in Engineering.
	Civil Engineering (Perway)	Prepare engineering drawings, take field measurements and assess the bearing properties of soils, design structure (including buildings and reservoirs), roads and railways. Deal with water purification and manage people and projects.	Diploma/degree in Civil Engineering
	Mechanical Engineering	Design, produce, manufacture and maintain machinery and engines used, as well as power. This field is best suited for people who have an interest in machinery.	Diploma/degree in Mechanical Engineering
	Drawing and Configuration Office	Prepare detailed drawings for specific projects based on information received from engineers and town planners.	Draughting Diploma Diploma in relevant Engineering field/Drawing Office/Configuration Management

CAREER OPPORTUNITIES AT PRASA

PROPERTY MANAGEMENT

FIELD	AREA OF SPECIALISATION	DESCRIPTION	QUALIFICATIONS REQUIRED
PROPERTY MANAGEMENT	**Portfolio Management**	Point of contact with PRASA's Asset Management. Responsible for ensuring the pro tability of Portfolio Management Services. Facilitates the development of property strategies.	A business-related tertiary qualification

FIELD	AREA OF SPECIALISATION	DESCRIPTION	QUALIFICATIONS REQUIRED
PROPERTY MANAGEMENT	Facilities Management	Manages and controls service contracts, maintenance, revamps, upgrading and installing tenants for buildings. Responsible for the creation and upkeep of maintenance contracts for mechanical and electrical installation in properties. Ensures that all properties conform to the requirements and regulations of the Occupational Health and Safety Act.	BCom/BEng/BArch/ BSc (Building Management)/ BSc (Quantity Surveying) or relevant diploma
	Project Management	Monitors and controls activities of developers and consultants to ensure that all contractual requirements are met. Reports on development project activities and is responsible for correct cost reporting and control, including attending development site meetings.	A business-related tertiary qualification and foundation Project Management qualification
	Property Management	Manages a property portfolio through the implementation of plans to improve profits. Maximises the performance of managed properties in one of the major metropolitan areas. Prepares and controls property budgets.	A business-related tertiary qualification
	Property Leasing	Manages and institutes plans to ensure that buildings are leased for maximum profit. Direct leasing consultants regarding space available to prospective tenants.	Relevant degree/diploma Diploma or degree specialising in Property Law
	Property Economics	Responsible for research on a national and international basis. Undertakes ongoing analysis of the South African property market with decision makers in the property sector. Interprets the implications of socio-economic developments for the South African property market.	Relevant BCom/Honours degree or diploma
	Property Valuation	Provides market valuations on a quarterly basis and information to portfolio managers and clients.	Diploma/degree in Property Valuation
	Town Planning	Assists with the identication and evaluation of future potential development options in consultation with senior project managers. Attends to preparation and submission of township applications.	Diploma/degree in Town and Regional Planning

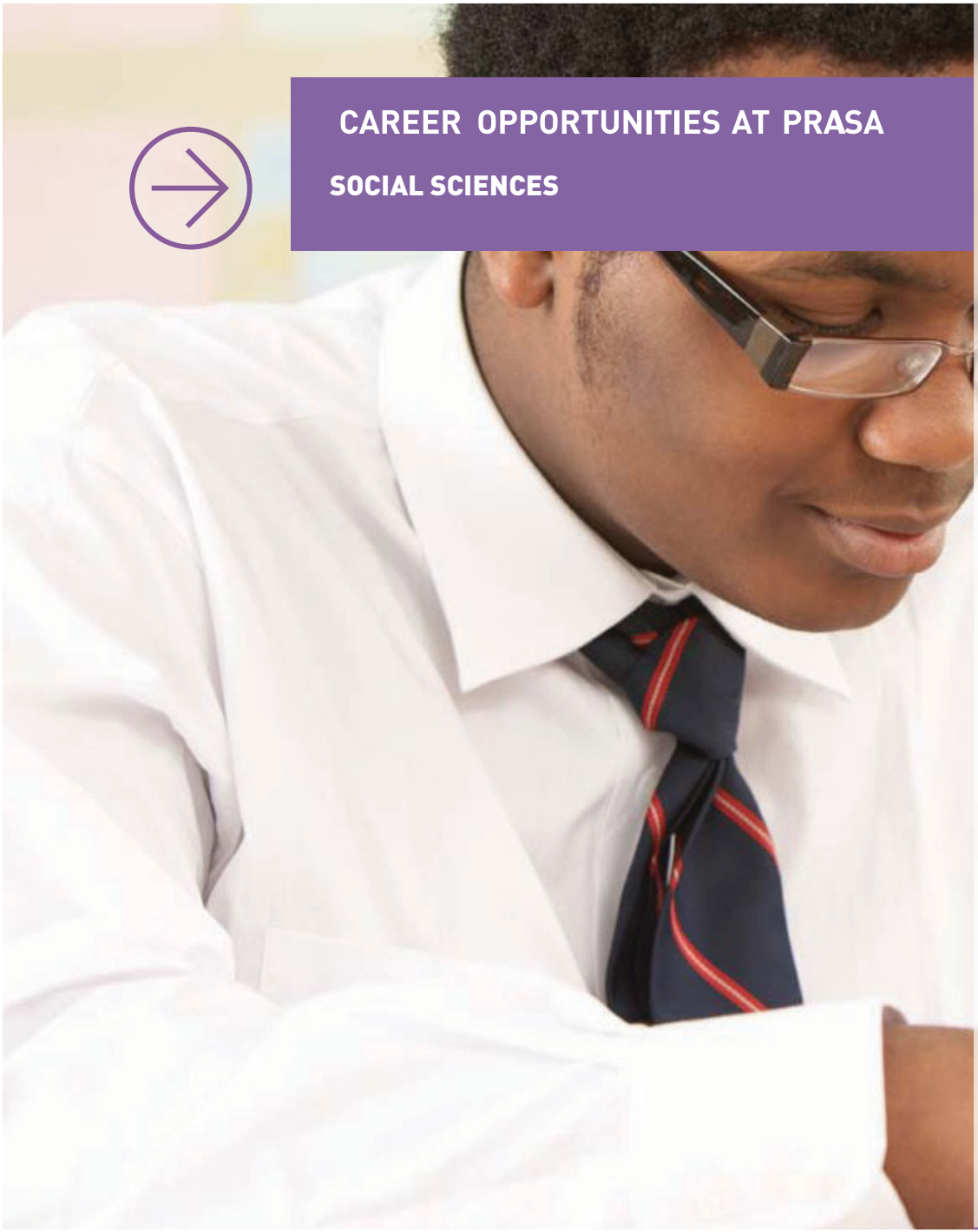
CAREER OPPORTUNITIES AT PRASA

FINANCE

INFORMATION TECHNOLOGY (IT) AND SYSTEMS

FIELD	AREA OF SPECIALISATION	DESCRIPTION	QUALIFICATIONS REQUIRED
FINANCE	Financial Accounting and Management	Responsible for all financial procedures connected with an operating unit. This includes the preparation of accounts, financial planning and budgeting, reporting on budget variances, cost control and cost analysis programmes, including financial control, auditing, systems and administrative services.	Diploma/degree in Financial Management (Financial Accounting) or CA/BCom or relevant quali cation in Basic Accounting Skills (debtors/ creditors)
	Internal Auditing	Reviews the internal control system, examines, evaluates and reports on the adequacy and effectiveness of the internal control. Responsible for risk management and governance.	CA(SA)/MBA/MCom/BCom or BTech Financial/Internal Audit, MTech (Internal Audit), CISA(Certified in Information Security), CISM (Certi ed Information Security Manager), CFE (Certified Fraud Examiner), CISSP (Certified Information System Security Professional)
	Supply Chain Management	Procures goods and services on a timeous basis and manages contracts.	Diploma/BA degree in Logistics or Purchasing
	Risk and Insurance	Responsible for safety, enterprise risk, and risk control. Insures group assets such as station buildings, trains and passengers in terms of injuries.	Grade 12 and short certificate of pro ciency or short course in Insurance.

FIELD	AREA OF SPECIALISATION	DESCRIPTION	QUALIFICATIONS REQUIRED
COMMNICATION INFORMATION TECHNOLOGY (ICT) AND SYSTEMS	ICT and Systems	Provides ICT and Systems support including LAN, WAN, web development and maintenance. Develops ICT architecture and manages ICT projects.	Degree/diploma in Communications Information Technology and Systems



CAREER OPPORTUNITIES AT PRASA

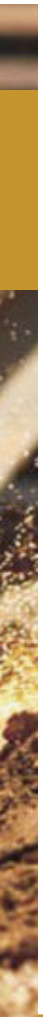
SOCIAL SCIENCES

FIELD	AREA OF SPECIALISATION	DESCRIPTION	QUALIFICATIONS REQUIRED
SOCIAL SCIENCES	Human Capital Management(HCM)	Responsible for the optimising of work performance, recruitment and selection, management of employee relations, compensation, health and safety as well as individual and organisational development.	Diploma/degree in HCM/ Personnel Management/ Industrial Psychology
	Information Management	Responsible for knowledge and information management. Coordinates business information designs and implements document management systems. Provides the organisation with accurate, current information.	Diploma/degree in Information Management (specialising in Knowledge Management)
	Communication and Marketing	Responsible for promoting the image of commuter rail and the company through internal and external marketing, promotions, publications and public relations. (PR)	Appropriate diploma/degree in PR/PR Management/ Communications/Marketing
	Market Research	Provides information for leadership decision making.	BSc in Statistics/BCom in Marketing/Degree in Social Science
	Customer Services	Responsible for interacting directly with our commuter on a daily basis, during and after boarding the train.	Grade 12 and Customer Services experience
	Corporate Security Services	Provides a professional, integrated security service that is rendered with humility.	PSIRA Grade E-A, Security Risk Management NQF 6, BTech in Security Management
	Legal Services	Monitors legal compliance to legislation, policies and processes throughout the organisation on a regular and ongoing basis. Implements and monitors legal strategy and business plans.	LLB Degree

CAREER OPPORTUNITIES AT PRASA

OPERATIONS

ADMINISTRATIVE



FIELD	AREA OF SPECIALISATION	DESCRIPTION	QUALIFICATIONS REQUIRED
OPERATIONS	Station Operations Train Operations	Monitors and manages the agreement with the rail service provider, which includes service levels and performance.	BCom in Transport Economics Degree in Statistics
	Train Operations	This department has a host of careers relating to the movement of trains. It employs train drivers, guards, train control officers and train shunting personnel.	Metrorail provides training and certification of competency
	Train Driver	Prepares trains and ensures safe and punctual transportation of commuters from one destination to another in ac cordance with the applicable Rules and Regulations.	At least Grade 12 with Maths and English
	Ticket Officer	Collects and verifies tickets at various stations to ensure that commuters pay for the train service.	At least Grade 12

FIELD	AREA OF SPECIALISATION	DESCRIPTION	QUALIFICATIONS REQUIRED
ADMINISTRATIVE	Office Administration	Provides support functions within area of specialisation.	Grade 12 and administrative and communication skills

INTERNSHIPS AT PRASA

Students with the required tertiary qualications who will help build skills capacity at PRASA are eligible for internships.

OBJECTIVES

The objective of the internship is:

(a) To ensure the availability of suitably qualified individuals for future PRASA business requirements.

(b) To address the shortage of skills and build skills capacity within PRASA.

(c) To place PRASA as a leader in the transport industry.

(d) To support the National Skills Development Strategy

AIM

The aim of the internship programme is to provide work experience and training to students and PRASA bursary holders who:

(a) Need to obtain practical experience in order to obtain their qualifications.

(b) Need to gain practical skills through on-the-job experience.

PROCEDURE

Internships are advertised online, in the media and at tertiary institutions. Applicants need to submit a certified copy of their ID and a certified copy of their qualifications, along with their CV and testimonials.

MENTORING

A mentor will be assigned to assist and evaluate the interns in terms of their progress in terms of performance and the acquisition of skills.

EMPLOYMENT

PRASA is under no obligation to employ interns on a permanent basis after completion of their training.

However, if there is a suitable employment opportunity, PRASA may consider the intern for permanent appointment based on:

(a) The intern's performance during the training period.

(b) The intern's skills.

PRASA BURSARIES

PRASA mainly funds bursaries for technical courses and courses in engineering and operations.

A PRASA BURSARY COVERS:

→Registration fees

→Tuition fees

→Book fees

→Accommodation and meals at one of the institution's residences.

REQUIRED DOCUMENTS

→ Completed PRASA bursary application form.

→ Certified copy of applicant's Grade 12 certificate.

→ Certified copy of applicant's South African ID.

→ Certified copy of the applicant's latest academic record on the official letterhead of the institution.

PROCEDURE

→ Bursary forms can be obtained from PRASA's Hatfield offices, or from PRASA's website www.prasa.com, or can be posted to you.

→ The application form must be completed and signed and all the required documents must be submitted.

→ Applications must be posted or hand delivered to the following address:

The Bursary Department
Human Capital Management
Room 214, Second Floor
1040 Burnett Street
Hatfield
Pretoria , 0083

→ No faxed application forms will be accepted.

→ The deadline is 30 September of each year.

→ The bursary cannot be used to pay for existing loans or debt.

BURSARY CONDITIONS

→The applicant will have a contract of service with PRASA.

→ The bursary may be withdrawn by PRASA if the applicant has a bursary with another organisation.

PRASA AND YOU

We would like to keep in touch with you about bursaries, internships and career opportunities at PRASA.

PLEASE COMPLETE THE FORM AND THEN PLACE IT INTO ONE OF THE BOXES PROVIDED.

Full Name: _____

ID number: _____

School: _____

Area of school: _____

Female or male: _____

Town and province: _____

Grade: _____

Age: _____

Phone number: _____

Phone number of close family member: _____

Email: _____

Email of close family member: _____

What courses are your best subjects? _____

_____

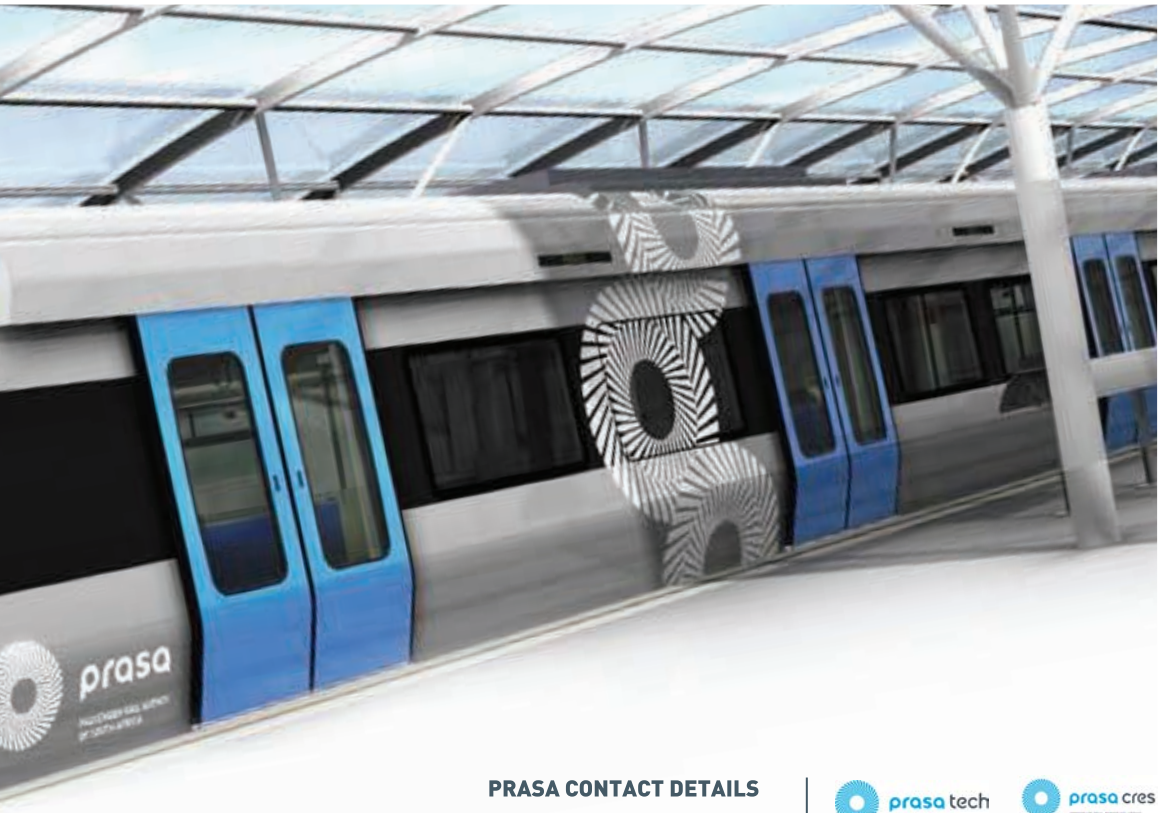
What career(s) at PRASA are you interested in? _____

_____

What programme(s) are you interested in after Matric? _____

_____

PRASA



PRASA CONTACT DETAILS

We are on **Facebook**
www.facebook.com/**PRASA-Career-Day-Tour**
Please 'like' us

Contact The Bursary Department for any queries on bursaries, internships, or career opportunities at PRASA.

Phone: 012 748 7180/1/3
Fax: 011 774 6167
Email: mraphadu @prasa.com **or** mmotsatse@prasa.com

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Private Bag 101
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PREMIER CLASSE
AUTOPAX
TransLux
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