

## STEPS TO APPLY FOR EMPLOYMENT ONLINE KIOSK: LEARNING OPPORTUNITIES

### STEP 03 Terms and conditions: User must accept the disclaimer and submit

#### TERMS AND CONDITIONS

- Please read this carefully. By accepting the Terms Conditions you will have access to the Employment Services of South Africa programme.
- You expressly agree that use of the Employment Services for South Africa (ESSA) website is entirely at your own risk. The website and its contents are provided as an "as is" and "as available" basis and the Department of Labour (DOL) makes no representation or warranty of any kind, whether expressed or implied, including without limitation with respect to the website, its contents, the accuracy thereof, or any warranties or representations regarding the effectiveness of any security or encryption facilities or with regard to the availability of products and/or delivery of employment and items.
- DOL reserves the right at any time and from time to time, to modify this website with little to no notice to registered users provided via SMS or e-mail and immediately in the event of technical difficulty users should contact [ESSA@labour.gov.za](mailto:ESSA@labour.gov.za).
- The DOL disclaims all representations and warranties, including but not limited to warranties as to the availability, accuracy or content of information, products or services, and warranties of fitness for a particular purpose of information or services.
- The DOL does not warrant that the functions provided by the website will be uninterrupted or error-free, or that the website or the server that

do you agree to these terms and conditions of use?

I accept the disclaimer

I do not accept the disclaimer

Submit

### STEP 01 Access: <http://www.labour.gov.za/Online-tools>



### STEP 04 Complete personal details and provide security text

#### Register as an individual

Registration form for Individual

Cancel Register

ID Number \*

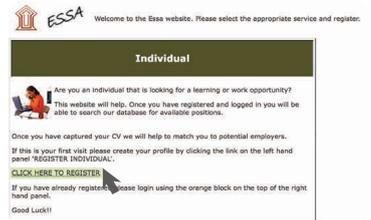
Surname \*

Email Address \*

Please replicate the security text you see below \*

ilwarm

### STEP 02 Choose "Individual" and "Click here to register"



### STEP 05 Complete username (RSA ID number) and password (Receive password via email)

Log In

Username

Password

Login Forgot Password

### STEP 06 Ensure to capture all personal details, contact details, education and employment history

#### Employment Services of South Africa

Email Us

Users: MAHANGA

#### I WANT TO...

Dashboard

LOG OUT

View Individual

Personal Details

Contact Information

Education & Training

Employment History

About Individual

View and Post CV

Search Opportunity

Link an Organisation

Change Password

Click on these tabs to Capture or Update your CV

Once captured or updated your CV, Click this tab to Search and Apply for opportunities

### STEP 07 Search for opportunities by clicking on "Advanced search"

Search an Opportunity

Province

Opportunity Name

Opportunity Type

Placement Type

Close Date (DD/MM/YYYY)

Open Date (DD/MM/YYYY)

Search Cancel

Advanced search for Opportunity

### STEP 08 Enter the Reference number then click "Search"

Search an Opportunity

Opportunity Reference: **Click Here to Enter Reference**

Task Name

Opportunity Name

Placement Type

Province

City/Town

SECTA

Industry

Sub-Industry

Minor

Major

Link

Occupation

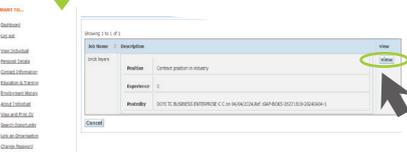
Specialisation

Experience/years

Search Cancel

Please refer to job 12 for Opportunity Reference if you are looking for the Opening Opportunities...

### STEP 09 View details



### STEP 11 Click Apply

View Opportunity

Apply Cancel

Thank you for applying to the opportunity. Your CV is being screened by the Department of Labour to ensure that you do match the requirements of the required opportunity. When it will be released to the organisations, thank you for receiving any correspondence within 5 weeks of applying your application is deemed an unsuccessful.

Opportunity Details

Opportunity Type: Part-time Job

Opportunity Name: Data Analyst

Opening Date for Applications (DD/MM/YYYY): 2024-02-24

Closing Date for Applications (DD/MM/YYYY): 2024-02-24

Employment Type: Contract

Opportunity Description: Junior Analyst

Reference Number: GAP-0002-202310-020404-1

Number of positions available: 3

Maximum Number of CV's sent to organisations: 4

Number of CV's requested: 4

### STEP 10 View details of opportunity and ensure that you comply with the requirements

View Opportunity

Apply Cancel

Opportunity Details

Opportunity Type: Part-time Job

Opportunity Name: Data Analyst

Opening Date for Applications (DD/MM/YYYY): 2024-02-24

Closing Date for Applications (DD/MM/YYYY): 2024-02-24

Employment Type: Contract

Opportunity Description: Junior Analyst

Reference Number: GAP-0002-202310-020404-1

Number of positions available: 3

Maximum Number of CV's sent to organisations: 4

Number of CV's requested: 4

**Opportunity Detail:** This refers to the opportunity details (Name of opportunity, Duration, etc)

**Criteria Personal:** This refers to all requirements link to personal (Race, Gender, Age, Language, etc)

**Criteria Qualification:** This refers to all educational requirements (School and Higher Education)

**Criteria Work:** This refers to either an Occupation or Work experience required

## WESTERN CAPE ESSA OPPORTUNITIES

TO APPLY FOR ESSA OPPORTUNITIES, FOLLOW THE HOW-TO GUIDE OR LINK.  
THE ESSA PORTAL ADDRESS IS: <https://essa.labour.gov.za/EssaOnline/WebBeans/>

STEP  
12

Western Cape Opportunities and Reference Numbers

OPPORTUNITY NAME	OPPORTUNITY REFERENCE NUMBER IN ESSA
EAS/INTP/WC (BFW)	WCP-BEAU-31938248-20250218-1
OHS/INTP/WC (BFW)	WCP-BEAU-31938248-20250218-2
BCEA INTERNSHIP BEAUFORT WEST	WCP-BEAU-58731954-20250217-1
BCEA/INTP/WC	WCP-BEAU-58731954-20250218-1
Graduate Internship IES (BCEA 48,OHS 111, EAS 48)	WCP-BELL-17153221-20250217-1
GRADUATE INTERNSHIP IES (BCEA 48, OHS 111, EAS 48)	WCP-BELL-17935989-20250217-1
Graduate internship IES (BCEA 48, OHS 111, EAS 48)	WCP-BELL-27247091-20250217-1
BASIC CONDITIONS OF EMPLOYMENT (BCEA)	WCP-CAPE-21853959-20250212-2
EMPLOYMENT EQUITY INTERN	WCP-CAPE-21853959-20250214-1
EMPLOYER AUDIT SERVICE	WCP-CAPE-21853959-20250214-2
INTERN: OCCUPATIONAL HEALTH AND SAFETY (CAPE TOWN)	WCP-CAPE-22700471-20250212-1
INTERN: BASIC CONDITIONS OF EMPLOYMENT(CAPE TOWN)	WCP-CAPE-22700471-20250212-2
INTERN: EMPLOYER AUDIT SERVICE (CAPE TOWN)	WCP-CAPE-22700471-20250212-3
OHS INTERNS-GEORGE (OHS/INTP/WC)	WCP-GEOR-30913811-20250212-1
BCEA INTERNS-GEORGE (BCEAC/INTP/WC)	WCP-GEOR-30913811-20250212-2
EAS INTERNS-GEORGE (EAS/INTP/WC)	WCP-GEOR-30913811-20250212-3
INTERNSHIP PROGRAMME (EAS KNS)	WCP-KNYS-21853924-20250211-1
INTERNSHIP PROGRAMME (EAS KNS)	WCP-KNYS-21853924-20250211-2
INTERNSHIP PROGRAMME (OHS KNS)	WCP-KNYS-21853924-20250211-3
INTERNSHIP PROGRAMME (BCEA KNS)	WCP-KNYS-21853924-20250211-4
OHS -INTERNS (2025-2027)	WCP-CAPE-22139206-20250211-1
EAS INTERNS (2025-2027)	WCP-MITC-22139206-20250211-1
BCEA - INTERNS (2025-2027)	WCP-MITC-22139206-20250211-2
INTERNSHIP 2025/2027	WCP-MOSS-31938214-20250212-1
INTERNSHIP 2025/2027	WCP-MOSS-59258152-20250213-1
INTERNSHIP 2025/2027	WCP-MOSS-51956012-20250212-1
INTERNSHIP PROGRAMME	WCP-OUdT-31938671-20250212-1
INTERNSHIP PROGRAMME	WCP-OUdT-31938671-20250212-2
INTERNSHIP PROGRAMME	WCP-OUdT-54013437-20250212-1
OHS INSPECTOR INTERN - PAARL	WCP-CAPE-55794793-20250214-1
BCEA INSPECTOR INTERN - PAARL	WCP-CAPE-55794793-20250214-2
EMPLOYER AUDIT SERVICE INTERN - PAARL	WCP-CAPE-55794793-20250214-3
OCCUPATIONAL HEALTH AND SAFETY (OHS) INTERN SSW	WCP-SOME-56357851-20250210-1



Department of  
Employment and Labour



@deptoflabour



employmentandlabour



employment & labour

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA



G20 SOUTH AFRICA 2025

## WESTERN CAPE ESSA OPPORTUNITIES

TO APPLY FOR ESSA OPPORTUNITIES, FOLLOW THE HOW-TO GUIDE OR LINK.  
THE ESSA PORTAL ADDRESS IS: <https://essa.labour.gov.za/EssaOnline/WebBeans/>

STEP  
12

Western Cape Opportunities and Reference Numbers

OPPORTUNITY NAME	OPPORTUNITY REFERENCE NUMBER IN ESSA
BASIC CONDITIONS OF EMPLOYMENT (BCEA) INTERNS SSW	WCP-SOME-56357851-20250210-2
EMPLOYER AUDIT SERVICE (EAS) INTERN SSW	WCP-SOME-56357851-20250210-3
INTERN: OCCUPATIONAL HEALTH AND SAFETY VREDENBURG	WCP-VRED-26071428-20250212-1
INTERN: BASIC CONDITIONS OF EMPLOYMENT(VREDENBURG)	WCP-VRED-26071428-20250212-2
INTERN: EMPLOYER AUDIT SERVICE (VREDENBURG)	WCP-VRED-26071428-20250212-3
OHS INTERNSHIP (WCT)	WCP-WORC-31938205-20250211-1
BCEA INTERNSHIP (WCT)	WCP-WORC-31938221-20250211-1
EMPLOYER AUDIT SERVICE INTERNSHIP(WCT)	WCP-WORC-31938221-20250211-2



Department of  
Employment and Labour



@deptoflabour



employmentandlabour



employment & labour

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA



G20 SOUTH  
AFRICA  
2025

## STEPS TO RESET YOUR ESSA PASSWORD

**STEP 01** How to reset your ESSA Password



On the right side of the screen you should see an orange box with the login username and password. Click on the "Forgot password" hyperlink.

**STEP 02** How to reset your ESSA Password



Fill in all the required fields as they appear on your ID. \*NB Loginsame is your ID Number. Then click "Submit".

**STEP 03** How to reset your ESSA Password



Check your Emails.

**Contact Details**

Feel free to Email us if you experience any ESSA System technical difficulties at: [PE5@labour.gov.za](mailto:PE5@labour.gov.za) or call the call centre 086 010 1018