ESSA | EMPLOYMENT SERVICES OF SOUTH AFRICA

STEPS TO APPLY FOR EMPLOYMENT
ONLINE KIOSK: LEARNING OPPORTUNITIES

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

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

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

STEP 04
Complete personal details and provide security text

STEP 05
Complete username (RSA ID number) and password (Receive password via email)
Tip: "Copy and paste the password as received in the email when logging in"

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

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"

STEP 08
Enter the Reference number then click "Search"

Please refer to slide 12 for Opportunity Reference if you are Applying for the DHA Opportunities...

STEP 09
View details of opportunity and ensure that you comply with the requirements

Opportunity Details – 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

STEP 10
Click Apply

STEP 11
DHA Opportunities and Reference Numbers

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STEPS TO REST YOUR ESSA PASSWORD

STEP 01 — How to reset your ESSA Password

Log In

Username

Password

Login   Forgot 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

Forgot Password

First Name *

Surname *
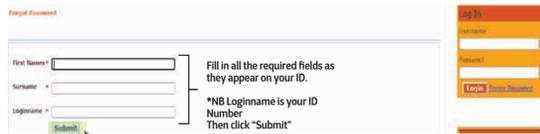
Loginname *

Submit

Fill in all the required fields as they appear on your ID.

*NB Loginname is your ID Number
Then click "Submit"

STEP 03 — How to reset your ESSA Password

Check your Emails

Password sent Successful!!!

The new password has been sent to your email address.

OK

Dear sandile mpumelelo ntozi,

Your request for new password was processed successfully.
Your new Password generated is: xVec*sU#

Contact Details

Feel free to Email us if you experience any ESSA System technical difficulties at:
PES@labour.gov.za or call the call centre 086 010 1018

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