

## 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 of South Africa (ESSA) website is entirely at your own risk. The website and its contents are provided as a "as is" and "as available" basis and the Department of Labour (DoL) makes no representation or warranties 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 arrangements and times.
- DoL reserves the right at any time and from time to time, to modify the website with notice to registered users provided via SMS or e-mail and immediately in the event of technical difficulty users should contact PES@doal.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 or fitness for a particular purpose of information or services.
- The DoL does not warrant that the facilities provided by the website will be uninterrupted or error-free, or that the website or the server that the user agrees to the terms and conditions of use?

☒ I accept the disclaimer

☐ I decline the disclaimer

Submit

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

#### Employment Services of South Africa

Email Us

Users:

#### 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 09 View details

#### I WANT TO...

- Dashboard
- Log Out
- View Individual
- Personal Details
- Contact Information
- Education & Training
- Employment History
- About Individual
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Job Name	Description	View
Job 1	Contract position in industry	
Job 2	Contract position in industry	

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

#### View Opportunity

Opportunity Details	Criteria: Personal	Criteria: Qualifications	Criteria: Work
<p>Opportunity Type: <input type="text" value="Part-time Job"/></p> <p>Opportunity Name: <input type="text" value="Sales Representative"/></p> <p>Opening Date for Applications (DD/MM/YYYY): <input type="text" value="01/04/2024"/></p> <p>Closing Date for Applications (DD/MM/YYYY): <input type="text" value="28/04/2024"/></p> <p>Employment Type: <input type="text" value="Contract"/></p> <p>Opportunity Description: <input type="text" value="Position: ALBERTON"/></p> <p>Reference Number: <input type="text" value="GAP-BOS-20231010-202404-1"/></p> <p>Number of positions available: <input type="text" value="3"/></p> <p>Maximum Number of CV's sent to organisation: <input type="text" value="4"/></p> <p>Number of CV's Registered: <input type="text" value="6"/></p>	<p><b>Opportunity Details:</b> This refers to the opportunity details (name of opportunity, Duration, etc)</p> <p><b>Criteria: Personal</b> This refers to all requirements link to personal (Race, Gender, Age, Language, etc)</p> <p><b>Criteria: Qualification</b> This refers to all educational requirements (School and Higher Education)</p> <p><b>Criteria: Work</b> This refers to either an Occupation or Work experience required</p>		

### 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

ID Number:

Surname:

Email Address:

Please replicate the security text you see below:

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



Welcome to the Essa website. Please select the appropriate service and register.

**Individual**

Are you an individual that is looking for a learning or work opportunity?  
This website will help. Once you have registered and logged in you will be able to search our database for available positions.

Once you have captured your CV we will help to match you to potential employers. If this is your first visit please create your profile by clicking the link on the left hand panel: "REGISTER INDIVIDUAL".

**CLICK HERE TO REGISTER**

If you have already registered, please login using the orange block on the top of the right hand panel.

Good Luck!!

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

**Log In**

Username:

Password:

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

Search an Opportunity

Province:

Opportunity Name:

Opportunity Type:

Placement Type:

Closing Date (DD/MM/YYYY):

Open Date (DD/MM/YYYY):

Advanced search for Opportunity

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

Search an Opportunity

Opportunity Reference:

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

### STEP 11 Click Apply

View Opportunity

**Opportunity Details:**

Opportunity Name:

Opportunity Type:

Opening Date for Applications (DD/MM/YYYY):

Closing Date for Applications (DD/MM/YYYY):

Employment Type:

Opportunity Description:

Reference Number:

Number of positions available:

Maximum Number of CV's sent to organisation:

Number of CV's Registered:

## GAUTENG 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

Gauteng Opportunities and Reference Numbers

OPPORTUNITY NAME	OPPORTUNITY REFERENCE NUMBER IN ESSA
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS) OCCUPATIONAL HEALTH AND SAFETY: Provincial Office: Braamfontein (Gauteng)	GAP-JOHA-21579351-20250214-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS) OCCUPATIONAL HEALTH AND SAFETY: Provincial Office: Braamfontein (Gauteng)	GAP-JOHA-26856867-20250212-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS) OCCUPATIONAL HEALTH AND SAFETY: Provincial Office: Braamfontein (Gauteng)	GAP-JOHA-23355930-20250214-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS) OCCUPATIONAL HEALTH AND SAFETY: Provincial Office: Braamfontein (Gauteng)	GAP-JOHA-23782978-20250212-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYMENT EQUITY (EEA) : Provincial Office: Braamfontein (Gauteng X647)	GAP-JOHA-23341564-20250212-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYMENT EQUITY (EEA) : Provincial Office: Braamfontein (Gauteng X647)	GAP-JOHA-28298004-20250213-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYMENT EQUITY (EEA) : Provincial Office: Braamfontein (Gauteng X647)	GAP-JOHA-11761466-20250212-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYMENT EQUITY (EEA) : Provincial Office: Braamfontein (Gauteng X647)	GAP-JOHA-18387357-20250212-2
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYMENT EQUITY (EEA) : Provincial Office: Braamfontein (Gauteng X647)	GAP-JOHA-21833737-20250214-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYMENT EQUITY (EEA) : Provincial Office: Braamfontein (Gauteng X647)	GAP-JOHA-21833737-20250214-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYMENT EQUITY (EEA) : Provincial Office: Braamfontein (Gauteng X647)	GAP-JOHA-22028528-20250213-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYMENT EQUITY (EEA) : Provincial Office: Braamfontein (Gauteng X647)	GAP-JOHA-26365014-20250212-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYMENT EQUITY (EEA) : Provincial Office: Braamfontein (Gauteng X647)	GAP-JOHA-18356419-20250214-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): BASIC CONDITIONS OF EMPLOYMENT (BCEA) - Provincial Office: Braamfontein (Gauteng x647)	GAP-JOHA-26878852-20250212-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): BASIC CONDITIONS OF EMPLOYMENT (BCEA) - Provincial Office: Braamfontein (Gauteng x647)	GAP-JOHA-31941737-20250214-1; GAP-JOHA-31941737-20250217-1;
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): BASIC CONDITIONS OF EMPLOYMENT (BCEA) - Provincial Office: Braamfontein (Gauteng x647)	GAP-JOHA-83072951-20250213-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): BASIC CONDITIONS OF EMPLOYMENT (BCEA) - Provincial Office: Braamfontein (Gauteng x647)	GAP-PRET-83091904-20250213-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): BASIC CONDITIONS OF EMPLOYMENT (BCEA) - Provincial Office: Braamfontein (Gauteng x647)	GAP-JOHA-20537450-20250213-1



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TO APPLY FOR ESSA OPPORTUNITIES, FOLLOW THE HOW-TO GUIDE OR LINK.  
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STEP  
12

Gauteng Opportunities and Reference Numbers

OPPORTUNITY NAME	OPPORTUNITY REFERENCE NUMBER IN ESSA
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYER AUDIT SERVICE (EAS) : Provincial Office: Braamfontein (Gauteng X437)	GAP-JOHA-28627369-20250212-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYER AUDIT SERVICE (EAS) : Provincial Office: Braamfontein (Gauteng X437)	GAP-JOHA-18456979-20250213-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYER AUDIT SERVICE (EAS) : Provincial Office: Braamfontein (Gauteng X437)	GAP-JOHA-19407947-20250212-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYER AUDIT SERVICE (EAS) : Provincial Office: Braamfontein (Gauteng X437)	GAP-JOHA-21835659-20250213-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYMENT EQUITY (EEA) Provincial Office: Braamfontein (Gauteng) (200)	GAP-JOHA-22577491-20250212-1
INTERNSHIP PROGRAMME FOR 2025/2027 (24 MONTHS): EMPLOYMENT EQUITY (EEA) Provincial Office: Braamfontein (Gauteng) (200)	GAP-JOHA-23114266-20250218-1



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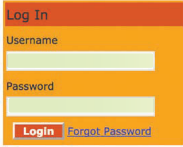
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2025


## 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 Logname is your ID Number. Then click "Submit".

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



Check your Email.

Password reset Successful!!

The new password has been sent to your email address.

For more information, please contact the Department of Employment and Labour.

**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