

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

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 on an "as is" and "as available" basis and the Department of Labour (DoL) makes no representations 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@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 or 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 the terms and conditions of use?

I accept the disclaimer

I decline the disclaimer

Submit

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

ilwarm

Cancel Register

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"

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

User: MAPHANGA

I WANT TO...

- Dashboard
- Log out
- View Individual
- Personal Details
- Contact Information
- Education & Training
- Employment History
- About Individual
- View and Print 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"

View Opportunity

Opportunity Details

Opportunity Name: ADMIN CLERK

Reference Number: GAP-REF-2020004-2020082-1

Apply **Cancel**

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

View Opportunity

Job Name: Description

Position: Contract position in GOVERNMENT DEPARTMENTS industry

Experience: 0

Partially: DEPARTMENT OF HIGH AFFAIRS (1278) 0222 INF: 0667-8077-9003940 0220812-1

Cancel

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

View Opportunity

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 registered opportunity. Before it will be released to the organization. Should you not receive any communication within 4 weeks of applying, your application is deemed as unsuccessful.

Opportunity Details

Opportunity Type: Formal Job

Opportunity Name: MACHINE OPERATOR

Opening Date for Applications (DD/MM/YYYY): 15/02/2018

Closing Date for Applications (DD/MM/YYYY): 15/04/2018

Employment Type: Permanent

Opportunity Description: MENDING A METAL CUTTING MACHINE

Reference Number: GAP-CARL-23782978-20180119-1

Number of positions available: 3

Maximum Number of CV's sent to organization: 21

Number of CV's Requested: 30

STEP 11 DHA Opportunities and Reference Numbers

ADVERTISED AS	ESSA REFERENCE NUMBER	REQUIREMENTS AS ADVERTISED
OPPORTUNITY 1: B. BUREAU & PROPER (100 Points)	NWP-REF-2020040-2020082-1	Diploma in Document and / or Records Management or Information Technology
OPPORTUNITY 2: RE-ASSEMBLER (100 Points)	NWP-REF-2205457-2020082-1	Diploma in Document and / or Records Management or Information Technology
OPPORTUNITY 3: RECEIVING CLERK (100 Points)	GAP-REF-2829004-2020082-1	Diploma in Document and / or Records Management or Information Technology
OPPORTUNITY 4: DRIVERS (8 Points)	GAP-REF-2829004-2020082-2	Diploma in Document and / or Records Management or Information Technology and a valid driving licence
OPPORTUNITY 5: WOODER (800 Points)	GAP-DHA-23521830-2020082-1	Degree in Information Technology or Library Science or Computer Science
OPPORTUNITY 7: SCANNER (1000 Points)	GAP-REF-14818245-2020082-1	Diploma in Information Technology or Library Science or Computer Science
OPPORTUNITY 8: QUALITY CONTROLLER (100 Points)	GAP-REF-23445075-2020082-1	Diploma in Information Technology or Library Science or Computer Science
OPPORTUNITY 9: TEAM LEADER (100 Points)	GAP-REF-2617496-2020082-1	Degree in Document and / or Records Management or Information Technology or Computer Science
OPPORTUNITY 10: TECHNICAL SUPPORT (10 Points)	GAP-REF-2829004-2020082-3	Honours Degree in Information Technology or Computer Science
OPPORTUNITY 11: MANAGER (8 Points)	GAP-REF-2829004-2020082-4	Master's Degree in Document and / or Records Management, Information Technology, Library Science or Computer Science

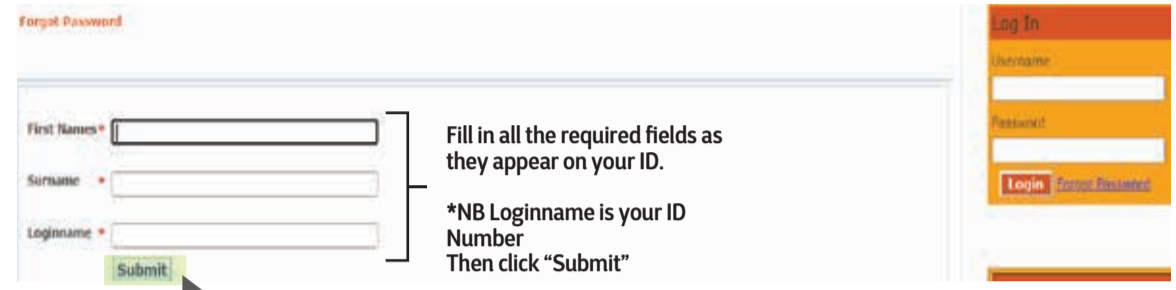
STEPS TO RESET YOUR ESSA PASSWORD

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 Loginname is your ID Number. Then click "Submit".

STEP 03 How to reset your ESSA Password



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