



JOB HUNTING GUIDELINES

Searching for new employment can be a challenging task. It requires endurance and determination.

Here are some guidelines to help you search for a job successfully:

Preparing your Curriculum Vitae (CV):

- Your CV should inform the employer that you are the right candidate for the advertised post. Ensure professionalism when typing your CV because it may be the first thing the employer is going to analyse before meeting you in person.

- Update your CV every time you apply for a new position and ensure that the contents (skills, abilities etc.) you mentioned in your CV are aligned to the job you are applying for.
- Your CV should include: Your biographical information, educational background, work experience, skills, training courses, awards received, contactable references etc.

Upskill yourself:

- Sign up for volunteer work while trying to find permanent employment as it may send out a positive

message to your potential employers, whilst providing you with contactable references. Approach it as if it is a paying job to ensure that you will receive positive recommendations from your references.

- Complete some online courses to add to your skill set. You might not receive a formal qualification, but will gain some knowledge and skills needed in the work place. Alison.com, Udemy, Shaw Academy, Coursera, Future Learn, Edu Connect, Edx, LinkedIn Learning and Skills portal are platforms that either offer courses for free or at a very low cost. Some universities also offer free online short courses.
- Learn a new language.

DIFFERENT PLATFORMS TO SEARCH FOR A JOB:

1. Department of Public Service and Administration (DPSA):

- This is a platform where government departments always advertise their open vacancies. By typing the link: www.dpsa.gov.za you will find the circulars for advertised posts as well as the Z83.
- It is important to always read the instructions mentioned under each department when applying for a job so that you may know what is required in the job application (i.e. your CV, Z83, qualifications etc.).

2. Notice boards and Newspapers:

- These may be found at shopping centres, certain government departments etc.
- Newspapers such as: Job mail, Sunday Times, City Press etc. do advertise open vacancies.

3. Professional Networking: Expand your professional network so that people can recommend you to open job opportunities.

4. Online job portals: These may require Work-seekers to register themselves so that they may stay informed about various job opportunities. Examples include:

- Career Portal, Gumtree, Careers24, Job Mail, Jobs-Bear, etc.

5. Social Media platforms can also send job alerts to individuals about available opportunities.

These includes:

- LinkedIn, Facebook, Instagram, Twitter, Jobster, Craigslist, Job Fox, Ecademy etc.

6. Starting and running your own business:

- This is a good way of fighting unemployment. Sometimes this may require one to develop some necessary skills before operating in a business (e.g. starting a bakery may require one to learn some baking skills either online using platforms such as YouTube or in person).
- There are organisations that offers training on how to start and run your own business in South Africa. Examples are: The National Youth Development Agency (NYDA), Small Enterprise Development Agency (SEDA), etc. Work-seekers are encouraged to consult such organisations to develop entrepreneurial skills in order to develop successful businesses.

JOB HUNTING SCAMS TO AVOID:

A job offer may be a scam if the company/ the organisation:

- Asks you to make a payment for the job offer.
- Demands for your confidential information (such as your bank details) before hiring you.

The Department of Employment and Labour:

- The Department of Employment and Labour has qualified Employment Counsellor practitioners countrywide to assist you with Job hunting guidelines including; CV writing skills and interview preparation. These services are offered free of charge.
- Work-seekers are welcomed to visit any Labour Centre available in all Provinces across the Country.
- The following is the link for the Department of Employment and Labour Employment Counselling staff members contact details:

https://www.labour.gov.za/DocumentCenter/Publications/Public%20Employment%20Services/Department%20of%20Employment%20and%20Labour%20Employment%20Counselling%20Unit%20Contact%20Details_Updated.pdf

Contact Centre Number: 086 010 1018.

JOB HUNTING SKILLS



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Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

