

ESSA: EMPLOYMENT SERVICES OF SOUTH AFRICA

STEPS TO APPLY FOR EMPLOYMENT OPPORTUNITIES (ONLINE/KIOSK)

18 August 2022



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA



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



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA



Online Services

Department of Labour > Online Tools

Employment Services of South Africa (ESSA) 

eCOID- Compensation Made Easy

ROE Online (cfoonline.labour.gov.za)

STEP 02 Choose “Individual” and “Click here to register”



ESSA

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

Individual



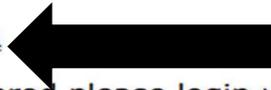
Are you an individual that is looking for a learning or work opportunity?

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
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 the to 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 Complete personal details and provide 04 security text

Register as an individual

Registration form for Individual Cancel Register ←

| | |
|--|----------------------|
| ID Number * | <input type="text"/> |
| Surname * | <input type="text"/> |
| Email Address * | <input type="text"/> |
| Please replicate the security text you see below * | <input type="text"/> |

ilwarm

Complete ID Number, Surname, Email Address and replicate Security Text, then click on 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

RSA ID Number

Password

Received password vai email

Login

[Forgot Password](#)

STEP 06

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

I WANT TO...

- [Dashboard](#)
- [Log out](#)
- [View Individual](#)
- [Personal Details](#)
- [Contact Information](#)
- [Education & Training](#)
- [Employment History](#)
- [About Individual](#)
- [View and Print CV](#)
- [Search Opportunity](#)

Click on these tabs to **Capture or Update 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”

- [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](#)

Province

Opportunity Name

Opportunity Type

Placement Type

Close Date (DD/MM/YYYY)  17

Open Date (DD/MM/YYYY)  17

[Advanced search for Opportunity](#)

STEP 08

Enter reference number then click “Search

Employment Services of South Africa

essa.labour.gov.za/EssaOnline/WebBeans/?wicket:bookmarkablePage=:za.gov.labour.essa.web.individual.AdhocSearchOpportunity

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

Search an Opportunity

Opportunity Reference:

Trade Name:

Opportunity Name:

Placement Type:

Province:

City/Town:

SETA:

Industry:

Major:

Sub-Major:

Minor:

Unit:

Occupation:

Specialisation:

Experience years:

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

STEP 09

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

- [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](#)

Showing 1 to 1 of 1 << < | > >>

| Job Name | Description | view | | | | | | |
|------------------|---|----------|--|------------|---|----------|--|------|
| RUNNER & PREPPER | <table border="1"> <tr> <td>Position</td> <td>Contract position in GOVERNMENT DEPARTMENTS industry</td> </tr> <tr> <td>Experience</td> <td>0</td> </tr> <tr> <td>Postedby</td> <td>DEPARTMENT OF HOME AFFAIRS on 12/08/2022,Ref.:NWP-BRIT-91903840-20220812-1</td> </tr> </table> | Position | Contract position in GOVERNMENT DEPARTMENTS industry | Experience | 0 | Postedby | DEPARTMENT OF HOME AFFAIRS on 12/08/2022,Ref.:NWP-BRIT-91903840-20220812-1 | view |
| Position | Contract position in GOVERNMENT DEPARTMENTS industry | | | | | | | |
| Experience | 0 | | | | | | | |
| Postedby | DEPARTMENT OF HOME AFFAIRS on 12/08/2022,Ref.:NWP-BRIT-91903840-20220812-1 | | | | | | | |

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 Click Apply 10

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 registered opportunity, before it will be released to the organisation. Should you not receive any communication within 6 weeks of applying, your application is deemed as unsuccessful.

Opportunity Details

Criteria: Personal

Criteria: Qualifications

Criteria: Work

Opportunity Type

Formal Job

Opportunity Name

* RUNNER & PREPPER

DHA Opportunities and Reference Number

| ADVERTISED AS: | ESSA REFERENCE NUMBER: | REQUIREMENTS AS ADVERTISED: |
|--|------------------------------|---|
| OPPORTUNITY 1 & 2: RUNNER & PREPPER (320 Posts) | NWP-BRIT-91903840-20220812-1 | Diploma in Document and / or Records Management or Information Technology |
| OPPORTUNITY 3: RE-ASSEMBLER (200 Posts) | NWP-BRIT-22097457-20220812-1 | Diploma in Document and / or Records Management or Information Technology |
| OPPORTUNITY 4: RECEIVING CLERK (50 Posts) | GAP-PRET-28298004-20220812-1 | Diploma in Document and / or Records Management or Information Technology |
| OPPORTUNITY 5: DRIVERS (8 Posts) | GAP-PRET-28298004-20220812-2 | Diploma in Document and / or Records Management or Information Technology and a valid driving licence |
| OPPORTUNITY 6: INDEXER (800 Posts) | GAP-JOHA-23521830-20220812-1 | Degree in Information Technology or Library Science or Computer Science |
| OPPORTUNITY 7: SCANNER (400 Posts) | GAP-PRET-14583585-20220812-1 | Diploma in Information Technology or Library Science or Computer Scienc |
| OPPORTUNITY 8: QUALITY CONTROLLER (100 Posts) | GAP-PRET-22446371-20220812-1 | Degree in Information Technology or Library Science or Computer Science |
| OPPORTUNITY 9: TEAM LEADERS (104 Posts) | GAP-PRET-26174596-20220812-1 | Degree in Document and / or Records Management or Information Technology or Computer Science |
| OPPORTUNITY 10: TECHNICAL SUPPORT (12 Posts) | GAP-PRET-28298004-20220812-3 | Honours Degree in Information Technology or Computer Science |

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”



The image shows a screenshot of a login form with an orange background. At the top, it says "Log In". Below that are two input fields: "Username" and "Password". At the bottom, there are two buttons: "Login" and "Forgot Password".

STEP 02 How to Reset your ESSA Password

Forgot Password

First Names*

Surname *

Loginname *

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

*NB Loginname is your ID Number.

Then Click Submit

Log In

Username

Password

[Forgot Password](#)

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 zandile mpumelelo nkosi,

Your request for new password was processed successfully.

Your new Password generated is: 49ct*VLK

Contact details

Feel free to Email us if you experience any ESSA System technical difficulties at: PES@labour.gov.za

Or call us on our Toll free number: 0860101018 (shared call)

Public Employment Services

Thank You...



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

