KNOCKING ON THE DOOR OF EMPLOYMENT?

LET US HELP YOU TO BE HEARD



BE SO GOOD THAT THEY CAN'T IGNORE YOU!



“If more businesses can be opened in South Africa, more jobs can be created”.

YOUTH AND THE WORLD OF WORK

Finding work, earning money and becoming independent is a big challenge for many young people in South Africa including those that have obtained different educational qualifications. You might be sending hundreds of application forms, none of which are successful. What could be the reason for this?

WHY IS IT SO DIFFICULT FOR YOUTH TO FIND WORK?

Understanding why it is so difficult to find work, can help you change your approach in searching for a job effectively. It will also help you not to worry too much, instead you can adopt a calm and more focused approach. Never give up!

FEW JOBS AVAILABLE

The labour market is where employers attract suitable workers for open vacancies and where work-seekers showcase their skills. Vacancies are called the "demand" for labour and the work-seekers the "supply" of labour. The demand, or the number of jobs available in the labour market, will have an impact on your chances to find work. If there are fewer jobs available, your chances of finding work will be less favourable. In the South African labour market today, there are more work-seekers than there are jobs available. This means many people will have to compete with others for the same job.

Many factors play a role in influencing the availability of jobs in businesses. Employers can face financial hardship and hire fewer people. In some cases, there are too many people with the same qualifications, and vacancies are no longer abundantly available in that career field.

You will also find that some jobs are more in demand than others. For example, there is a demand for people who have qualified as tradesmen and engineers. These jobs are called scarce skills, and it will be very good if you can establish what they are. Other scarce skills in South Africa include air traffic controllers, water engineers, mining engineers and technicians, legislators, geologists and geophysicists, financial analysts, economists, architects and environmental engineers.

If more businesses can be opened in South Africa, more jobs can be created. Government also stimulates job creation in certain industries, depending on the needs of the country. Employers sometimes get thousands of applications for only a few job opportunities. You can imagine how difficult it is for them to short-list people for interviewing! Young people experience the need to compete with older people who have more work experience.

YOUR CAREER CHOICE IS NOT SUITABLE

Many matriculants may end their school years without knowing what qualification to study for, where (educational institution) they can further their studies or what type of a job to apply for. Many enrol for any course, just to obtain a qualification, because they never received career information or employment counselling to correctly guide them to their best fit. When reality sets in, they feel very confused. Those with Degrees might find they have chosen the wrong field and cannot find work, because there is no demand for that qualification. Even if they secure work, they may end up resenting it because it wasn't their best fit. Others will start a new field, spending more money. See the booklet on "How to choose a career" and visit the Department of Employment and Labour website.

HAVE THE RIGHT SKILLS FOR THE JOB

Every job type requires different technical, critical and life skills. Your skills are one of the most important aspects that employers look at when they decide whether to employ you or not. A skill is your ability to do something. Your skills are your assets – something of value. Your skills are also your tools – the ability you have to do things. The labour market is about offering these assets or tools to employers in return for payment. There are different kinds of skills, for example:

Generic skills

These are skills that you can use in any workplace in most sectors of the economy. They include: reading and writing, computer skills, driving skills, as well as communication and management.

Technical skills

Technical skills refer to practical skills and specialised knowledge you have in a specific career such as mechanical, industrial or scientific.

Soft skills (Life skills)

More and more employers require a work-seeker to have the right life skills, namely: work ethics (looking, speaking and dressing appropriately, coming to work on time, being interested and enthusiastic about one's work, being productive, hard-working, finishing tasks on time, respect for oneself and others, honesty and integrity); good interpersonal skills; conflict management; decision-making; emotional intelligence (dealing with your emotions in a mature way in the workplace) and teamwork skills. Most employers say that life skills are often more important than other skills. Attend life skills programmes to increase your chances of being employed.

Skills needed in 4IR (The Fourth Industrial Revolution)

These involves skills in digitalisation, machine learning and artificial intelligence such as technological skills, creativity, systems skills, critical thinking, content creation competencies, resource management, judgement and decision making, complex problem solving and process skills.

ALL OF US HAVE SKILLS!

You build up skills every day when you are involved in one or other activity. For example, you may have developed a range of skills while taking care of the garden at home. You may have developed the skills to cut the grass, plant seedlings and calculate how much money you can make for selling some of the tomatoes you have grown to your neighbours. Your ability to cut, plant and calculate are skills you have developed over time.

YOUR EDUCATIONAL QUALIFICATIONS MATTERS

Young people often have not had the opportunity to make themselves more employable by obtaining a qualification after school. Study as far as you can in your chosen career field. You can obtain a bursary if your school marks are good. You must work hard to get good marks for at least Grade 11 and 12. If you obtain high marks for school subjects in all your school years, it is even better. Employers want go-getters in their workplaces. Excellent marks may help you get bursaries and other opportunities more easily! You can redo your matric to improve your marks. Some careers require certain subjects and a minimum mark for the subject - you can redo part of your matric or repeat the whole year, to gain entry to your chosen study field. Your education must be directly relevant for the job you apply for. Study a scarce skill, so that you find a job easily.

NO WORK EXPERIENCE

Some employers require work experience. If young people do not get a job opportunity, they cannot gain work experience and without work experience it may not be easy to find work. While experience counts, showing an open mind and willingness to learn fast can get you the job. Fortunately, there are some solutions to this problem, such as: volunteerism, youth service programmes, work readiness programmes, learnerships and internships. You have also acquired experience throughout your life.

Think about major experiences that may be important for the workplace and why they are important. Your work experience should relate directly to the job you are applying for. You could be highly favoured if your education and experience is specifically suited for the job or if there is an indication that you are interested in furthering your education while working.

PERSONAL CHARACTERISTICS

Employers want to know whether you are stable, cooperative and reliable. In addition, employers also consider your motivation and ambition – the things you want to achieve. Characteristics refer to your personality, behaviour and attitude. Your characteristics will have a big influence on how you carry out work-related tasks. If one of your characteristics is that you are a slow or irresponsible worker, you will find it hard to meet deadlines and employers will regard you as an inefficient worker. When preparing your CV, include a section that sets out your “Personal characteristics and strengths”.

YOUR CV AND JOB INTERVIEW MUST MATCH YOUR STRENGTHS

Finding work is about how you present yourself in the best possible way. What you can do now and will learn to do in the future, can lead to employment. Therefore, the search for work should start with you. You need to know what you can offer a future employer. Discovering yourself and identifying your skills and characteristics are important. Go for employment counselling at the Department of Employment and Labour. An Employment Counsellor will assist you to prepare your CV and practice interview skills. The CV and interview are important tools you need to convince the employer that you are the best option!

MANAGE YOUR IMAGE ON SOCIAL NETWORK SITES

Some employers don’t only look at your CV; they also look at your Facebook profile and make professional judgements about the manner in which you conduct yourself on such platforms as well as gain insight into your interests (good and bad). For example, if you appear to be a self-involved person who only cares about him/herself and showcase irresponsible behaviour, it may work against you. Hate speech, vulgarity, profanity, racism, sexism, indecent exposure, abuse of substances and much more, can portray you to be unsuitable for the workplace. Therefore, it is important that you present a positive image of yourself. Employers value employees that always show good behaviour.



TIPS FOR YOUNG PEOPLE

- If you plan and set goals for yourself, you will improve your chances in finding employment. Planning means that you first decide what you want to do.
- Take time to think about where you are going and what you want out of life.
- Ask the Employment Counsellor at your nearest Labour Centre to assist you with a career choice, life skills training, referral for skills development, bursary advice, information on scarce skills and job-hunting.
- Ask the Employment Counsellor to assist you with job preparation, CV writing, interview preparation as well as information on work ethics. Work ethics is a very important skill - employers are often of the opinion that young people do not have the discipline that a regular job requires.
- Visit career exhibitions and job fairs.
- Develop generic skills, such as driving and computer skills that employers are looking for.
- If you are a full-time student, volunteer to work during school holidays or look for work during the holidays.
- Prepare your CV and start to network with people who can give you advice and referrals for possible employment.
- If you are a final year university student, attend graduate recruitment drives at your campus.
- Set up a support group and hold group sessions during which you can share and enquire about job hunting tips, work ethics and discuss various topics that can help you to find work. Contact the Employment Counsellor at your nearest Labour Centre to assist you with setting up this peer support group and advise on topics. You can look at newspaper adverts together, visit career exhibitions together and ask employers to come and speak to you.
- Consider setting up a small business or a cooperative. You can then work for yourself instead of working for an employer. You can attend workshops on these topics at the Labour Centre. There are some good incentive programmes for people to set up these kinds of companies.
- If you are employed and you do not have a qualification, ask your employer about learnership opportunities at work and the possibility of funding for a Private Course (bursaries). This will help you acquire a qualification while working.
- Volunteer for work without pay, get active in the community or do youth service.
- Consider a learnership, internship or graduate development programmes to assist you to get work experience.
- You can register as a work-seeker on the Employment Services System of South Africa (ESSA), which is a computerised job-matching system. Employers register their opportunities on ESSA and you can then be matched to a job that matches your skills. Register in person at any labour centre or online.

HOW TO REGISTER ONLINE?

To register yourself on ESSA online, you will need to have an e-mail address.
If you do not have an e-mail address you can get one for free from online services for example webmail, yahoo or Gmail.

- Go to www.labour.gov.za
- Go to online services and click on the “Employment Services of South Africa (ESSA)” hyperlink.
- You will be directed to the ESSA online page.
- On the ESSA page click on the “Register Individual” hyperlink.
- Accept the terms and conditions and click the submit button.
- Click next.
- Fill in your personal ID number, surname, email address in the text boxes provided.
- A new system-generated password will be sent to your e-mail address. The system-generated password will include special characters such as @#$^%:*.
- Enter your own ID number at username and your system-generated password to login.

CONSIDER THE FOLLOWING JOB OPPORTUNITIES:

Formal sector employment

You work for an employer, in a relatively big organisation with a steady salary and other fringe benefits, such as leave. You can source such an opportunity via the ESSA system which advertises a variety of vacancies, in government and the private sector.

Self-employment

- Small, micro and medium enterprises (your own small business).
- Cooperatives (five or more people start a business).

Skills programmes, learnerships, apprenticeships and internships

Contact the Employment Counsellors at the Department of Employment and Labour for information on programmes available in your area.

Expanded Public Works Programme (EPWP)

South Africa's Expanded Public Works Programme (EPWP) is a programme that creates short-term work opportunities and training for unemployed people and provides much needed infrastructure to the country at the same time.

Work-readiness programmes

For some graduates the transition to the world of work is not easy. Work readiness programmes prepare unemployed graduates for the workplace by providing them with generic, technical and soft skills depending on the type of programme. The aim of the work readiness programme is to provide unemployed graduates with workplace skills and hoping that the result leads to employment. Some of the SETAs offer work-readiness programme opportunities. "SETA" is the acronym Sector Education and Training Authority.

SETAs:

- Banking Sector Education and Training Authority (BANKSETA).
- Chemical Industries Education and Training Authority (CHIETA).
- Fibre Processing Manufacturing Sector Education and Training Authority (FP&M SETA).
- Construction Education and Training Authority (CETA).
- Education, Training and Development Practices (ETDP).
- Energy Sector Education and Training Authority (EWSETA).
- Food and Beverages Manufacturing Industry Sector Education and Training Authority (FOODBEV).
- Health and Welfare Sector Education and Training Authority (HWSETA).
- Insurance Sector Education and Training Authority (INSETA).
- Local Government Sector Education and Training Authority (LGSETA).
- Media, Advertising, Information and Communication Technologies Sector Education and Training Authority (MICT).
- Mining Qualifications Authority (MQA).
- Manufacturing, Engineering and Related Services Sector Education and Training Authority (MERSETA).
- Safety and Security Sector Education and Training Authority (SASSETA).
- Agriculture Sector Education and Training Authority (AGRISETA).
- Public Service Sector Education and Training Authority (PSETA).
- Services Sector Education and Training Authority (SERVICESETA).
- Culture, Arts, Tourism, Hospitality and Sport Education and Training Authority (CATHSSETA).
- Transport Education and Training Authority (TETA).
- Financial and Accounting Services Sector Education and Training Authority (FASSET).
- Wholesale and Retail Sector Education and Training Authority (W&RSETA).

Volunteering

To volunteer means that you offer your time to help others without expecting to get anything in return. You do not get paid for being a volunteer. However, you develop social relationships, you gain work experience, you develop skills and you feel good about yourself because you are making an impact in the society. Volunteering takes many forms and there are many different places where you could volunteer your services.

It is useful to identify what your interests are and how these can match up with available volunteer opportunities. Here are a few examples: Healthcare (mental, physical or emotional), Animal- care, Human rights, Gender equality, Media, Religious outreach, Disability, Entertainment, Safety and Security and Education (literacy and numeracy).

The National Youth Development Agency (NYDA) has a pilot database on volunteer opportunities. For detailed information visit www.myhandsandheart.org

OTHER ORGANISATIONS THAT CAN ASSIST YOU

THE NATIONAL YOUTH DEVELOPMENT AGENCY (NYDA)
The NYDA registers work-seekers and opportunities on their JOBS database and assists young people to find work, provides career guidance, job preparation and life skills training. They also offer a Business Development Services Voucher Programme assisting young entrepreneurs, between the ages of 18 and 35, to acquire business support services using a voucher for small business owners, entrepreneurship development training, a cooperative development programme. NYDA also has a volunteer Enterprise Mentorship, where the youth can be mentored by seasoned entrepreneurs to build their small businesses.

The National Youth Service assists unemployed youth to acquire skills while providing community services. The National Youth Service provide young people who have left school and who struggle to find employment, the opportunity to take part in skills development programmes. The training is experiential and accredited and has practical as well as theoretical modules. The duration differs but is usually between 6 and 10 months. Young people acquire accredited technical skills, life skills and work experience as well as a linkage to exit opportunities.

The Graduate Development Programmes (GDPs) and Job Preparation Programme (JPPs) aim to enhance the employability of unemployed graduates and matriculants by providing job preparation (e.g. work-related life skills, computer literacy, CV preparation, interview preparation, etc.) and job development support that helps young people to find work placements.

NYDA has Youth Advisory Centres where you can get more information.

Contact Details:
Call centre: (Toll free) 0800 5858 58
Website: www.nyda.gov.za

THE DEPARTMENT OF TRADE AND INDUSTRY
The Department of Trade and Industry can also assist you in starting and operating a small business or a cooperative.

Address: The DTI Campus, 77 Meintjies Street. Sunnyside, Pretoria, 0002 Tel no: 0861 843 384
Website: www.thedti.gov.za

THE SOUTH AFRICAN GRADUATES DEVELOPMENT ASSOCIATION (SAGDA)
SAGDA prepares Graduates for the world of work as well as assist with placement in jobs. Graduate youth registers on the graduate database.

Unemployed graduates can register to be placed on the SAGDA graduate database. To register on the database, graduates must send their CV, academic record and copies of their certificates to SAGDA. The e-mail address is info@sagda.org.za

SOURCES

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South African Government Services: National Youth Development Agency: www.nyda.gov.za/ 0800 52 52 52.

South Africa's Youth Portal: www.youthvillage.co.za/ 061 621 8816.
Starting Your Own Business: A Guide for Young Entrepreneurs, Umsobomvu Youth Fund. Development@Work/ LINK Consortium, 2003.

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FURTHER ASSISTANCE

Contact your nearest labour centre (contact details on the website www.labour.gov.za).

The service is free of charge!

EMPLOYMENT AND LABOUR HEAD OFFICE:

Telephone Number(s): (012) 309 4000

Provincial Offices:

Eastern Cape Provincial Office	Telephone Numbers: (043) 701 3128
Free State Provincial Office	Telephone Numbers: (051) 505 6200
Gauteng Provincial Office	Telephone Numbers: (011) 853 0300
KwaZulu-Natal Provincial Office	Telephone Numbers: (031) 366 2000
Limpopo Provincial Office	Telephone Numbers: (015) 290 1744
Mpumalanga Provincial Office	Telephone Numbers: (013) 655 8700
North West Provincial Office	Telephone Numbers: (018) 387 8100
Northern Cape Provincial Office	Telephone Numbers: (053) 838 1500
Western Cape Provincial Office	Telephone Numbers: (021) 441 8000

CONTACT DETAILS:
LABOUR CENTRES
(SCAN THE CODE WITH YOUR PHONE)

www.labour.gov.za



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA