



**KNOCKING ON THE DOOR
OF EMPLOYMENT?**
LET US HELP YOU TO BE HEARD

▶ BE SO GOOD THAT THEY CAN'T IGNORE YOU!



“ If more countries open businesses 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 leaving school and other educational institutions every year.

WHY IS IT SO DIFFICULT FOR YOUTH TO FIND WORK?

Understanding why it is so difficult to find employment may assist you in changing your approach to search for a job. It will also help you to avoid spending too much energy on fretting about why you are "never good enough" and instead adopt a calm and more focused approach. Never give up! The fault does not necessarily lie with you.

FEW JOBS AVAILABLE

The labour market is where employers "buy" workers for open vacancies and work-seekers "sell" their skills. The employers and their 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 employment. If there are fewer job opportunities available, your chances of finding work will be less favourable. In the difficult labour market conditions we face in South-Africa today, there are more work-seekers than jobs available. This means many people will apply and compete for the same job.

Many factors influence the availability of jobs in the market. When employers face financial hardship or when the economic environment is not favourable, they will hire fewer people. In some cases, there are too many people with the same qualifications, meaning enough people are in that type of career and vacancies are no longer readily available in that career field.

Sometimes there are jobs available, but your skills may not match the skills required for the job. Some jobs are also more in demand than others at a specific point in time. As an example; there might be a need for a specific skill in a country based on the roll-out of specific government programmes or priorities. While labour-intensive jobs might be available in certain sectors, other sectors require improved technology and less people. Some jobs are classified as scarce skills as the country does not have the required workforce to perform these duties. Some scarce skills are also high in demand. Examples of current scarce skills in South Africa include air traffic controllers, water engineers, mining engineers and technicians, geologists and geophysicists, economists, architects and even sheep shearers and farmers.

If more countries open businesses in South Africa, more jobs can be created. Government also stimulates job creation in certain industries through targeted programs when the need arises. Employers sometimes get literally thousands of applications for about ten job opportunities. It then becomes challenging to short-list people for interviewing! Young people also need to compete with older people who have more work experience.

YOUR CAREER CHOICE IS NOT SUITABLE

Many matriculants and other school-leavers end their school years without knowing what type of job to take up or what qualification to study for at which type of educational institution. They also do not plan their further training or have sufficient fees to study. Many study any degree, just to have a qualification, because they never received career information or employment counselling. When reality sets in, they feel very confused. Those with degrees might find they have chosen the wrong study field and cannot find work, because there is no demand for that qualification. These workers may feel very unhappy in their work. Others will start a new study field; spending more money. See the pamphlet on "How to choose a career" and visit the Department of Employment and Labour's website.

YOU DO NOT HAVE THE RIGHT SKILLS FOR THE JOB

Every job type requires different technical skills and all jobs need the same 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 those practical skills and specialized knowledge you have in a specific career field such as in a mechanical, industrial or scientific field.

Soft skills (Life skills)

More and more employers demand that they need a work-seeker to have the right life skills, such as 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 - you need to control your emotions in the work-place), and teamwork skills. Most employers say that life skills are often more important than other skills - attend life skills programmes to increase your chances to get employed.

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 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 vegetables you have grown to your neighbours. Your ability to cut, plant and calculate are skills you have developed over time.

YOUR EDUCATIONAL QUALIFICATIONS ARE NOT SUITABLE

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 really 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! You will get bursaries and other opportunities more easily. You can redo your matric to improve your marks. Some study fields 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 and in demand skill, so that you find a job easily.

YOUR CV AND WORK INTERVIEW DO NOT REFLECT 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 is important-get employment counselling from an Employment Counsellor at the Department of Employment and Labour to assist you to identify these, as well as prepare your CV and practice interview skills. The CV and interview are the only tools you have to convince the employer you are his best option!

YOU DO NOT MANAGE YOUR IMAGE ON SOCIAL NETWORK SITES

Some employers don't only look at your CV; they also look at your Facebook profile to determine how you behave towards other people. For example, if you appear to be a person who only cares about him/herself and being irresponsible, it may count against you. Therefore, it is important that you present a positive image of yourself. Employers value employees that show good behaviour at all times.



SOME TIPS FOR YOUNG PEOPLE

- If you plan and set goals for yourself, you will be more successful 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 Department of Employment and Labour to assist you with career choice, life skills training, referral for skills development, bursary advice and job-hunting.
- Ask the Employment Counsellor at the Department of Employment and Labour to assist you with job preparation, such as writing a CV and interviewing skills as well as information on work ethics. Work ethics are very important skills - 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.
- Start developing 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 vacation (holiday) work.
- Work on your CV and start to network with people who can give you advice and contacts 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 support yourself in job hunting tips, work ethics, discussing all sorts of topics that can help you to find work - you can contact the Employment Counsellors at Department of Employment and Labour to assist you to set 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 Department of Employment and Labour. There are some good incentive programmes for people to set up these kind of companies.
- If you are employed and you do not have a qualification, ask your employer about learnership opportunities at work. This will help you get 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 programme 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 or yahoo or Gmail.

STEPS TO REGISTER YOURSELF AND APPLY FOR JOB OPPORTUNITIES ON ESSA:

- Visit the Department of Employment and Labour website: www.labour.gov.za.
- Go to online services and click on Employment Services of South Africa (ESSA).
- Choose: "Click here to register".
- Agree to the Terms and Conditions.
- Complete personal details and replicate the security text. Then click on "Register".
- Complete username (ID number) and password sent to you via Email.
- Ensure to capture all personal details, contact details, education, training and employment history.
- You will then be able to search and apply for opportunities in the system by clicking on "search opportunity".
- password will include special characters such as @#\$^%:*

FROM 2024 GOING FORWARD A NEW SYSTEM WILL BE USED TO ACCESS ESSA. FOLLOW THIS STEPS TO REGISTER YOURSELF ON ESSA USING THE SAP DIPHETOGO SYSTEM:

- Go to www.labour.gov.za.
- Go to online services and click on the "Employment Services of South Africa (ESSA)" hyperlink.
- Then you will be directed to the terms and conditions page. Click on "Agree".
- On the ESSA page click on "Register"
- Type in your personal, address and registration details then click on "Validate user".
- Then you will get a message that says "OTP sent to your email". This will be your initial password. Click OK.
- Next you will be directed to a login page. Enter your ID number as Username and the initial password sent to your email, then click login.
- You will be directed to a page where you need to change the initial password and create your own password. Then click Submit.
- Then you will get a message that says "Password updated successfully!". Click Ok.
- You will be directed to a login page again. Kindly type in your ID number as well as your new password, then click login.
- Click on Public Employment Services and you will be able to view your profile, add your CV in the system, search for jobs or request for Employment Counselling.

JOB AND TRAINING OPPORTUNITIES

TO SUMMARISE, YOU CAN 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. The Department of Employment and Labour has many vacancies, in Government and the private sector on ESSA, which might suit you.

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 Career Counsellors at the Department of Employment and Labour for referral to these programmes.

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. Apply at the Department of Employment and Labour for referral to the Department of Public Works.

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 end result leads to employment. Some of the SETAs offer work-readiness programme opportunities. "SETA" stands for Sector Education and Training Authorities.

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 make friends, you gain experience, you develop skills and you feel really good about yourself because you know that you have done your bit to make South Africa a better place. 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, Education (literacy and numeracy).

OTHER ORGANISATIONS THAT CAN ASSIST YOU IN JOB SEARCH

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 as well as a Business Development Services Voucher Programme assisting young entrepreneurs, between the ages of 18 and 35, to acquire business support services through the use of a voucher for small business owners, entrepreneurship development training, a cooperative development programme and micro finance loans are ranging from R1 000 to R100 000 according to the entrepreneurs needs. 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 access opportunities.

The graduate development programme (gdp) and job preparation programme (jpp) aim to enhance the employability of jobless graduates and matriculants by providing job preparation (e.g. work related life skills, computer literacy, CV preparation, interview readiness 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: 086 009 6884

Fax: 086 773 421

Website: www.nyda.gov.za

Call centre: (Toll free) 0800 5252 52

The youth can also fax their CV's to 086 773 7421 or e-mail their CV's to jobsservice@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 register 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 graduate@sagda.org.za or Call: (011) 492 1901

SOURCES

Clark, A: 2nd Edition, Create Your Own Business. From Idea to Action: A Practical Workbook for South Africa, Human and Rousseau, Cape Town, 2001.

Finding Work: A Guide for Young People, Umsobomvu Youth Fund. Development@Work/ LINK Consortium, 2003./ 08600 96884

Regulations for Co-operatives: A User Guide to the Regulations for Co-operatives under the Co-operatives Act, 2005. Department of Trade and Industry, 2008.

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.

Understanding Volunteering: A Guide for Young Entrepreneurs, Umsobomvu Youth Fund. Development@Work/ LINK Consortium, 2003.

CONTACT DETAILS

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