



Looking for work in *South Africa*

Looking for work in another country requires more than just the obvious CV translation. You will be confronted with issues that probably didn't even cross your mind when you decided to go for an international career, but don't underestimate the big impact they can have on the outcome of your adventure! Think for example about the different rules and habits regarding immigration, job application procedures, the selection procedures and the management culture.

Expertise in Labour Mobility has prepared practical factsheets to support you in your job hunting abroad. A thorough preparation will give you a head start in the country of your choice. Here is some info on South Africa:

Work permits in South Africa

- If you are a foreigner wishing to work in South Africa, you need a 'sponsor' – a letter written by your South African employer offering you a job. There must also be a proven demand in your occupational category.
- The completed application form, a firm offer of employment and specified supporting documentation must be submitted at least six weeks prior to the proposed date of departure for South Africa.
- Contact the South African embassy in your home country for further information.

The application procedure in South Africa

- The application procedure in South Africa is more commercial than in most other countries.
- Put stress on relevant courses and education programmes – South African employers find post-school education important.
- You should expect a delay of up to one month before you receive an answer following an interview.

Writing a CV in South Africa

- The key focus of your CV should be to persuade the employer to invite you for an interview. Therefore, your CV is a marketing tool, which should be adapted to the market in which you intend to use it.
- The terms CV and resume are often used interchangeably.
- South African employers prefer a chronological resume.
- Use power words and action verbs to highlight your skills and experience.

The application letter in South Africa

- The application letter should be typed in a professional style.
- You should specify your expertise and how this can contribute to the company and to South Africa.
- It is customary to follow up your letter by phone.

- Do's**
- Look interested – ask questions.
 - Be aware of the company's activities, products and history.
 - Ask if you don't understand the question.
 - Provide examples to prove your achievements.
 - Use power words and action verbs to emphasise your skills.

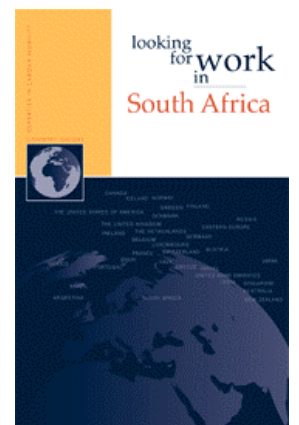
- Don'ts**
- Sit until invited.
 - Go over the top – stay calm and stick to the facts.
 - Be too quick on a first name basis in South Africa.
 - Criticise former employers.
 - Be surprised about a delay before you receive answer after an interview.

Power words and action verbs	
Accomplished	Improved
Achieved	Negotiated
Carried out	Realised
Finalised	Represented
Guided	Structured
Handled	Succeeded in

Management culture in South Africa

- The organisational structure of South African companies is a pyramid with a strong vertical inclination.
- South Africans prefer to work with a group of people they know and can relate to.
- Employees often ask their superiors to make important decisions for them, which causes delays in decision-making.
- Being 'on time' in business situations generally means being about five minutes early.

This information is based on the Looking for work in South Africa guide (ISBN 90-5896-0307), written by Expertise in Labour Mobility. This one-pager is one step to making your international career aspirations become reality. The full Looking for work in South Africa guide tells you everything you need to know. If you want to order or more information about our services, have a look at www.labourmobility.com.



Good luck with your application in South Africa!