ClearOpps

CLEAROPPS • SOUTH AFRICA

Your Guide to Finding Opportunities

A practical starting point for finding jobs, bursaries, internships, learnerships and other opportunities.

FIND. PREPARE. APPLY.

Clear opportunities. Clear steps.

clearopps.com
Free to browse · Follow official application routes

A simple guide for job seekers, students and learners.

Welcome to ClearOpps

ClearOpps brings different types of opportunities together in one place, helping people understand what is available, what the requirements are, when to apply and where to apply officially.

Choose the path that fits you

JOB SEEKERS	Explore Grade 12 and entry-level jobs, government vacancies, graduate roles, remote opportunities and other work.
STUDENTS & LEARNERS	Explore bursaries, scholarships, student funding, internships, learnerships and skills programmes.

How to find opportunities

01	**Open the website** Visit **clearopps.com** using your phone, tablet or computer.
02	**Choose your starting point** Select **Job Seekers** or **Students & Learners**, or browse all opportunities together.
03	**Search and narrow your results** Use the search box and filters to find opportunities that are more relevant to you.
04	**Open a listing** Read the full details before deciding whether to apply.
05	**Apply through the official source** Use the application link provided and complete the process with the employer, institution or programme.

Use the opportunity board

The opportunity board lets you search by keyword or narrow the listings using the available filters.

Search tips

• Try a job title, subject, company name, field or another useful keyword.

• If your search is too narrow, remove a keyword or clear filters and try again.

Understand the filters

Opportunity Type	Choose the kind of opportunity you want to explore, such as jobs, bursaries, internships or learnerships.
Qualification Level	Narrow results by the education or qualification level relevant to the opportunity.
Field of Interest	Explore opportunities connected to a particular area of work or study.
Listing Status	Narrow results by their displayed status. Always check the closing date and the official source.
Region	Narrow your search by the location or region associated with an opportunity.

Tip: check more than the title

Two opportunities with similar titles may have different qualification, location, experience or document requirements. Open the listing and read the details before applying.

What to check on an opportunity

• **Eligibility:** Do you meet the stated education, experience, age, citizenship or other criteria?

• **Location:** Is the opportunity in your area, elsewhere in South Africa, or remote?

• **Closing date:** Is the application period still open? Check the date on the official source too.

• **Requirements:** Which documents and information must you submit?

• **Application route:** Is the link taking you to the employer, institution, funder or programme's official channel?

Expired listings may remain available for reference, but an expired opportunity should not be treated as an open vacancy.

Prepare before you apply

A little preparation can make applications easier. Requirements differ, so only submit the documents requested in the specific advert.

Documents you may need

• An updated CV with accurate contact details, education, skills, projects and relevant experience.

• A clear copy of your South African ID or the identity document requested.

• Your Matric certificate or latest results, relevant certificates, academic transcript or proof of current study.

• A tailored motivation letter or cover letter, if requested.

• Proof of residence, references, financial information or other supporting documents, only where requested.

If you have little or no work experience

• Include relevant school subjects, coursework, projects, volunteering or practical activities.

• Describe transferable skills with real examples, such as teamwork, communication, computer skills or meeting deadlines.

• Look for listings that welcome school leavers, entry-level applicants, interns, learners or recent graduates.

• Be honest. Do not claim experience or qualifications you do not have.

If you are applying for a bursary

• Confirm that the bursary supports your intended course, institution and year of study.

• Check academic, household income, citizenship, age and other eligibility rules where applicable.

• Confirm what the funding covers. Do not assume every bursary pays for all study and living costs.

• Save your application reference and confirmation after submitting.

Before you press submit

Check that your documents are readable, your contact details are correct, and your application answers match the information in your supporting documents.

Apply safely

Protect your personal information while searching and applying. ClearOpps aims to link to official sources, but always check the destination before sharing documents or information.

Warning signs to take seriously

• Someone asks you to pay an upfront fee to secure a job, interview, bursary or guaranteed placement.

• A recruiter promises guaranteed employment in exchange for money.

• A message pressures you to act immediately or share sensitive information through an unofficial channel.

• A website or email address does not match the organisation's official name or domain.

• Someone asks for your banking PIN, password, one-time PIN or other login credentials.

Keep your information safe

Never share your banking PINs, passwords or one-time PINs with a recruiter. Do not pay someone who promises to guarantee a job or bursary.

A simple application checklist

• ■ I have read the full opportunity details.

• ■ I meet the essential eligibility requirements.

• ■ I have checked the closing date on the official source.

• ■ I have prepared only the documents requested.

• ■ I have checked that the application link is legitimate.

• ■ I have saved my application confirmation or reference.

Need a little more guidance?

Visit the Career guides section on ClearOpps for practical help with application documents, applying with no experience and preparing a bursary application.

Website: https://clearopps.com
Career guides: https://clearopps.com/career-guides

A final reminder

Finding the right opportunity can take time. Keep learning, prepare carefully and take the next step when you can. Your current circumstances do not define your future.

ClearOpps — Clear opportunities. Clear steps.

This guide is general information, not a guarantee of eligibility or selection. The employer, institution, funder or programme's current official advert and instructions always take priority. Listing information can change; verify important details before applying.