

# **SOUTH AFRICAN HIGH COMMISSION**

## **WORK PERMIT REQUIREMENTS**

An application for a general work permit shall be accompanied by-

1. Duly completed and signed work permit application form
2. Two Identical photograph
3. A contract of employment stipulating the conditions of employment and signed by both the employer and the applicant
4. Proof of qualifications evaluated by the South African Qualifications Authority and translated by a sworn translator into one of the official languages of the Republic
5. A police clearance from country of origin & including countries where you Have leaved for more than twelve month *(18 years and above)*
6. Proof of experience and skills in line with the job offer
7. A letter from the employer motivating why a citizen or permanent resident could not fill the position, as well as proof of efforts made to obtain the services of a citizen or resident, together with particulars of the unsuccessful candidates
8. Proof of publication of an advertisement in the national printed media.
9. An undertaking by the employer to inform the Director-general should the applicant not comply with the Act or leave the employer
10. If required by law, proof of registration with the relevant professional body, council or board.
11. Full particulars of the employer, including, if applicable, proof of registration of the business with the Registrar of Companies and
12. A certificate from the Department of Labour or an extract from the database of a salary benchmarking organization stipulating the average salary earned by employees occupying similar positions in the Republic.

Work Permit fee

**TSH 280,000.00**

*Non refundable*

***NB: PLEASE NOTE INCOMPLETE APPLICATION WILL NOT BE ACCEPTED  
WORK PERMIT TURN AROUND TIME IS (30) THIRTY WORKING DAYS***