

# AUDA-NEPAD E-RECRUITMENT EXTERNAL APPLICANT USER MANUAL

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# E-RECRUITMENT USER MANUAL FOR APPLICANT

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### Pre-requisites:

1. Applicant needs to have a valid E-mail before embarking on the registration process.
2. Enter your E-mail cautiously because a Confirmation Link will be sent to that E-mail address.
3. You must register as an applicant before applying for any Job.
4. **When faced with challenges during profile creation or application, log your problem to [audahiring@nepad.org](mailto:audahiring@nepad.org)**
5. This application is supported by Internet Explorer 11 or higher, Mozilla Firefox, and Chrome. Ensure that you are using the above-mentioned browsers only. Internet Explorer is preferred browser for SAP. Make sure you clear your browser cookies when you start the process or experience any challenges when applying.
6. The scanned copies of your CV should be in PDF and Word format only. No other file formats will be accepted by the system.
7. **Please Disable Pop-up Blocker on your Web Browser.**
8. The confirmation mail will be received within 5-10 minutes of initial registration. So, kindly wait to receive the confirmation mail.
9. Zoom the document in case some of the screen shots are not legible.

## E-RECRUITMENT USER MANUAL FOR APPLICANT

### 1.0 EXTERNAL APPLICANT REGISTRATION

#### 1.1 Registration

First time applicant must go to the AUDA-NEPAD website: <https://www.nepad.org/work-with-us/careers>

On the AUDA-NEPAD careers site, candidates should click on:

[https://e-recruitment.nepad.org:44310/sap/bc/webdynpro/sap/hrrcf\\_a\\_startpage\\_ext\\_cand](https://e-recruitment.nepad.org:44310/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand)

A browser window will open with the following screen for candidate to start with registration process.



The screenshot shows a web form titled "Ligon". At the top left, there is a link "Register here" enclosed in a black box. A red callout box with the text "Click here" points to this link. Below the link are two input fields: "User \*" and "Password \*". To the right of these fields is an "Accessibility" checkbox. Below the checkbox is a yellow "Log On" button. At the bottom of the form, there are two blue links: "Change Password" and "Forgot your password?".

1. Click on "Register here" as shown in the above screenshot.
2. The system generates an automated e-mail with a link
3. Enter a valid email address that you want to receive the registration link.
4. To complete the registration process, go to the mailbox (gmail/ymail/Hotmail/.....). Search for an email from [wf-batch@nepad.org](mailto:wf-batch@nepad.org), open that email and click on the link provided. A browser will open a registration window.
5. Fill in the candidate registration form as per the screenshot

## E-RECRUITMENT USER MANUAL FOR APPLICANT

### Registration


#### Do you want to find out more about your career options in our company?

We are always looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our career pages. You can find important information about our company and current employment opportunities. If you are interested in a job, you can apply directly for it online. If you cannot find a suitable job but would still like to work in our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you.

#### Name


First Name:   
Second Name:   
Last Name: \*

#### User Data

User Name: \*   
Password: \*   
Repeat Password: \*   
Birth Date: \*    
E-Mail: \*   
 Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.  
Repeat E-Mail: \*

#### Data Privacy Statement

Confirm that you accept our data privacy statement

 The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

[Data Privacy Statement](#)

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

Yes, I have read the data privacy statement and I accept it:

*Note: All fields with “\*” sign are mandatory.*

6. Candidate must accept read and accept the **Data Privacy Statement** by selecting the checkbox on the Registration Screen “ *Yes / have read the Privacy statement and I accept it.*”
7. Click on the **Register** button, to complete the registration process.
8. A dialog box will appear with a message thanking the candidate for interest in Company.

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### SCREENSHOT OF DIALOG BOX WITH MESSAGE HERE

#### Registration

**Thank you for your interest in our company.**

You will soon receive an e-mail from us enabling you to confirm your e-mail address and thus complete your registration. In this way, you can access your personal career pages in our company where you can then edit your profile and explore your career opportunities.

An email will be sent to your Inbox from [wf-batch@nepad.org](mailto:wf-batch@nepad.org) within 5 -10 minutes from the time you registered. Please check your junk mail if you cannot find the email in your Inbox. The username (alias) you have entered during registration will be used as your “Username” for this portal. IF you do not find a feedback in your inbox , please check in your JUNK Mail . Please refer to the screenshot.

Your application

Dear xxxxxxx

Thank you for sending us your application documents.

It will take us some time to process your application.  
Therefore, we ask for your patience during this time.  
We will be in touch with you again as soon as possible.

Yours sincerely,

### 1.2 Login

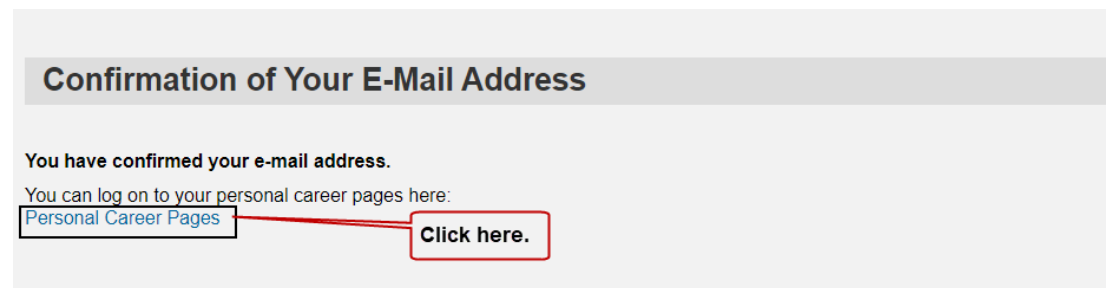
## E-RECRUITMENT USER MANUAL FOR APPLICANT

1. Go to the mailbox and search for an email from your mailbox, open the email and click on the embedded link provided.

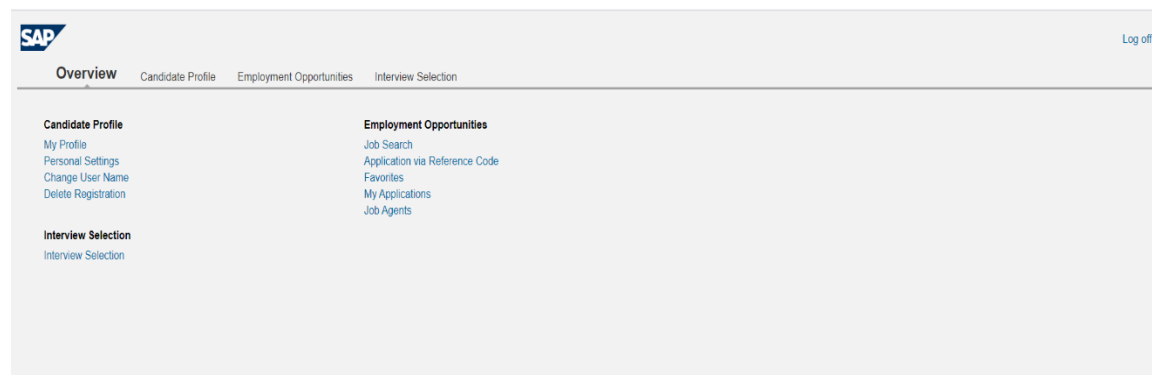
*Note: Validity period of the verification link is 14 days.*

If the mail link does not work, then copy the URL and paste it to the browser directly.

[https://e-recruitment.nepad.org:44310/sap/bc/webdynpro/sap/hrrcf\\_a\\_startpage\\_ext\\_cand](https://e-recruitment.nepad.org:44310/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand)

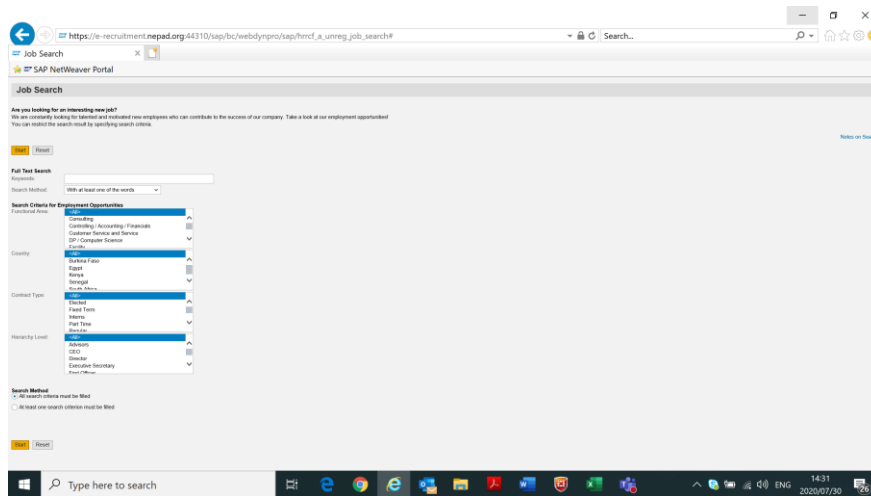


2. A browser will open a **Personal Career Pages** window.

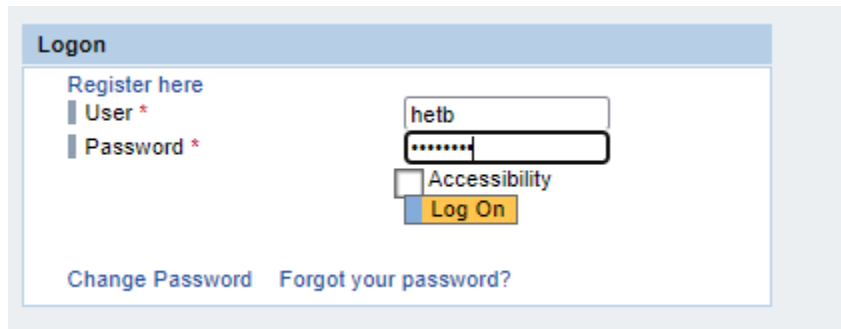


3. Fresh login for future use: Enter your login credentials (Username and Password) and click 'Log On'.

# E-RECRUITMENT USER MANUAL FOR APPLICANT



4. Registered users, enter your login credentials to access the portal.



## 1.2.1 Change Password

1. Click on the Change Password. A popup will appear to confirm your old password and enter the new password and confirm the new password.



## E-RECRUITMENT USER MANUAL FOR APPLICANT

Logon

[Register here](#)

User \* hetb

Password \* .....

Accessibility

Log On

[Change Password](#) [Forgot your password?](#)

Change Password

User HETB

Current Password \*

New Password \*

Repeat Password \*

Change Cancel

2. Password change confirmation screen appears.

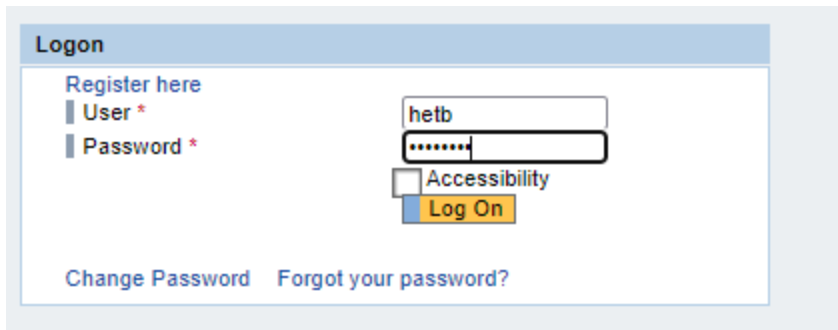
3. Re load the screen again, Enter the Username and Password and Click “Log On”

### 1.2.2 Forgot Password

1. Click on the Forgot Password. A popup will appear to confirm your email ID.

Screenshot:

## E-RECRUITMENT USER MANUAL FOR APPLICANT



Logon

[Register here](#)

User \*

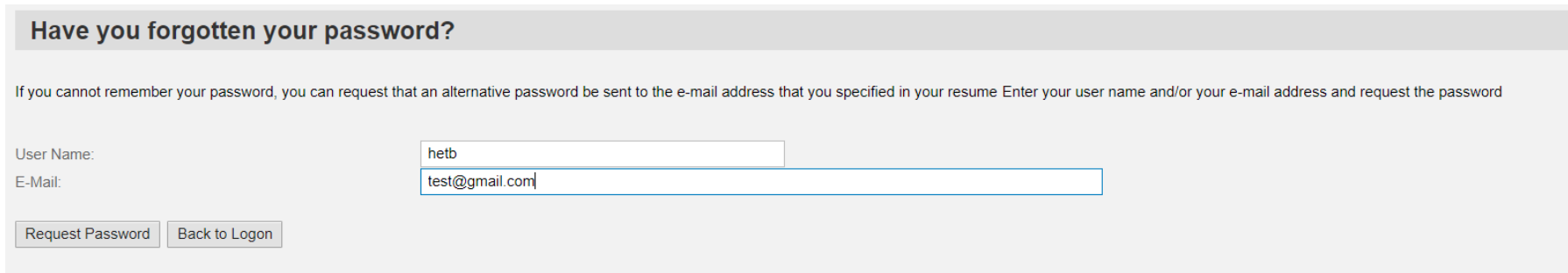
Password \*

Accessibility

Log On

[Change Password](#) [Forgot your password?](#)

Click on [Forgot your password?](#)



**Have you forgotten your password?**

If you cannot remember your password, you can request that an alternative password be sent to the e-mail address that you specified in your resume. Enter your user name and/or your e-mail address and request the password

User Name: hetb

E-Mail: test@gmail.com

Request Password Back to Logon

2. Enter an email ID that was used to register for the site and click on Request Password.
3. An email would be sent to mail box with New Password. Use that password while login in fresh screen and change the password as desired for future use.
4. If you have entered the valid details, your career site would be launched

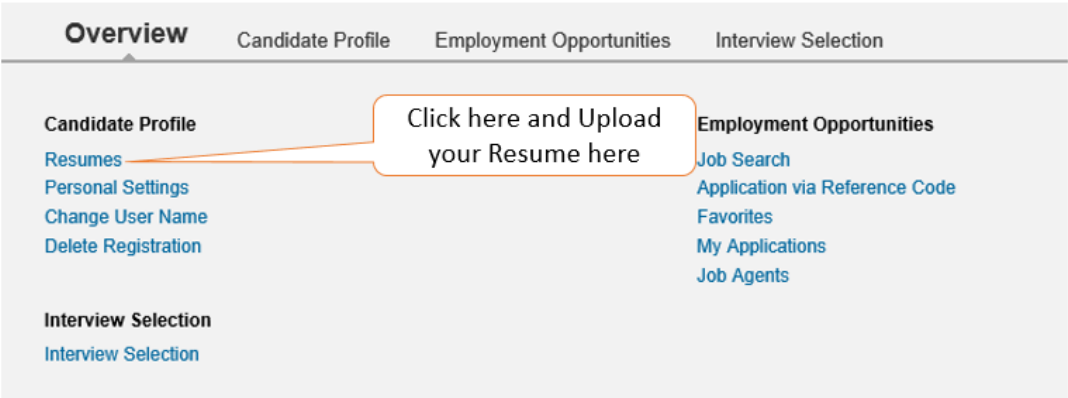
## 2.0 CANDIDATE PROFILE

### 2.1 CREATION OF YOUR PROFILE:

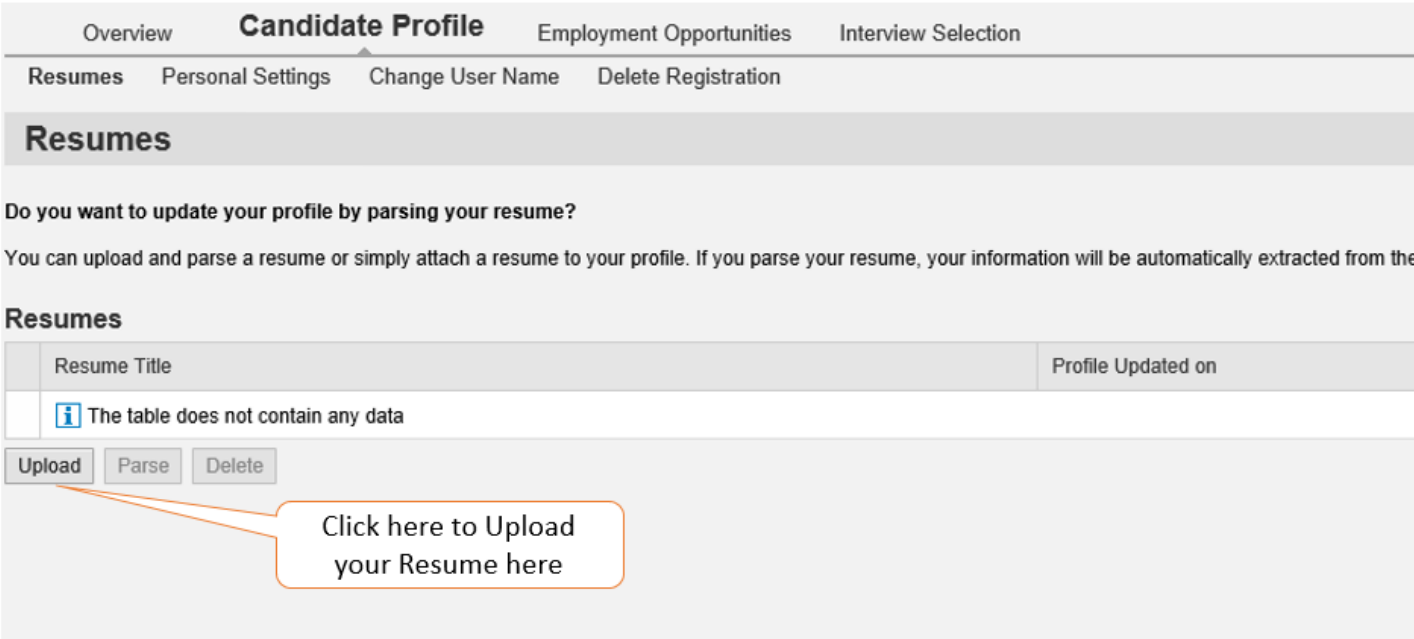
#### 2.1.1. Resume Parsing

1. Click on the “My Profile link” on the **Candidate Profile** in Overview Tab as per screenshot.

# E-RECRUITMENT USER MANUAL FOR APPLICANT



2. Go to Candidate Profile tab and click "Upload" button to upload your resume as per the screenshot.



## E-RECRUITMENT USER MANUAL FOR APPLICANT

3. Click on “Browse” button to select your resume on your machine and click ok to upload. The file path will be updated and click transfer for resume to be transferred to the system.

The screenshot shows the 'Candidate Profile' page with the 'Resumes' tab selected. The page title is 'Candidate Profile' and the sub-tab is 'Resumes'. Below the navigation bar, there are links for 'Resumes', 'Personal Settings', 'Change User Name', and 'Delete Registration'. The main content area is titled 'Resumes' and contains the question 'Do you want to update your profile by parsing your resume?'. Below this, there is a text box explaining that users can upload and parse a resume or simply attach a resume. A table with columns 'Resume Title' and 'Profile Updated on' is shown, but it is empty. Below the table, there are buttons for 'Upload', 'Parse', and 'Delete'. A message box says 'The table does not contain any data'. Below this, there is a section titled 'Enter the following parameters to add the resume'. It contains a text input for 'Resume Title' with the value 'My Resume', a dropdown for 'Language' set to 'English', and a text input for 'File' with the value 'C:\Users\JR\Desktop\Res' and a 'Browse...' button. At the bottom of this section are 'Transfer' and 'Cancel' buttons. Two callout boxes provide instructions: 'Step 1: Browse and select your resume to upload' points to the 'Browse...' button, and 'Step 2: Click on Transfer button.' points to the 'Transfer' button.

Overview **Candidate Profile** Employment Opportunities Interview Selection

Resumes Personal Settings Change User Name Delete Registration

### Resumes

Do you want to update your profile by parsing your resume?

You can upload and parse a resume or simply attach a resume to your profile. If you parse your resume, your information will be automatically extracted from the resum

#### Resumes

Resume Title	Profile Updated on
The table does not contain any data	

Upload Parse Delete

**Enter the following parameters to add the resume**

Resume Title: My Resume

Language: English

File: C:\Users\JR\Desktop\Res Browse...

Transfer Cancel

Step 1: Browse and select your resume to upload

Step 2: Click on Transfer button.

4. Select the resume you have uploaded and click “parse” button as per the screenshot below.

## E-RECRUITMENT USER MANUAL FOR APPLICANT

The screenshot shows the 'Candidate Profile' section with a sub-tab for 'Resumes'. Below the navigation bar, there are links for 'Resumes', 'Personal Settings', 'Change User Name', and 'Delete Registration'. The main heading is 'Resumes'. A question asks, 'Do you want to update your profile by parsing your resume?'. Below this, a text block explains that users can upload and parse resumes to update their profile. A table lists resumes, with 'My Resume' selected. Below the table are 'Upload', 'Parse', and 'Delete' buttons. Two callout boxes provide instructions: 'Step 1: Click here and Select the Resume line.' pointing to the 'My Resume' row, and 'Step 2: Click on Parse button.' pointing to the 'Parse' button.

Overview **Candidate Profile** Employment Opportunities Interview Selection

Resumes Personal Settings Change User Name Delete Registration

### Resumes

Do you want to update your profile by parsing your resume?

You can upload and parse your resume to your profile. If you parse your resume, your information will be automatically extracted from the resume.

#### Resumes

Resume Title	Profile Updated on
My Resume	

Upload Parse Delete

Step 1: Click here and Select the Resume line.

Step 2: Click on Parse button.

5. Applicant will be able to view the fields that will be parsed from the uploaded resume as per the screenshot below.

# E-RECRUITMENT USER MANUAL FOR APPLICANT

Overview **Candidate Profile** Employment Opportunities Interview Selection

Resumes Personal Settings Change User Name Delete Registration

## Resumes

Do you want to update your profile by parsing your resume?  
You can upload and parse a resume or simply attach a resume to your profile. If you parse your resume, your information will be automatically

### Resumes

Resume Title	Profile Updated on
My Resume	

Upload Parse Delete

Update Profile Cancel

### Profile Data from Resume

Personal Data	
First Name	John
Last Name	Adams
Middle Name	F.
Name affix	
Name Prefix	
Gender	Male
Date of Birth	20.10.1977
Form of Address	
Academic Title	
Academic Title 2	

Communication Data					
Address					
Street	Address 2 (physical)	City	Region	Postal/Zip Code	Country
930 Via Mil Cumbres Unit 119		Solana Beach	California	92075	USA

Telephone	
Business	(858) 555-1000

## E-RECRUITMENT USER MANUAL FOR APPLICANT

### Work Experience

#### Convergence Inc. LLC

Period	01.03.2003 - 31.12.2004
Country	USA
City	Del Mar
Region	California
Industry	
Functional Area	
Hierarchy Level	
Internal Job Title	Senior Web Developer/DBA
Description	

#### Avalon Digital Marketing Systems, Inc

Period	01.05.2000 - 30.04.2002
Country	
City	
Region	
Industry	
Functional Area	
Hierarchy Level	

## E-RECRUITMENT USER MANUAL FOR APPLICANT

### Education

#### California State University

Period	01.01.1996 - 31.12.1999
Country	USA
City	Chico
Region	California
Education Type	University
Education Level	Bachelors Degree
Degree/Certificate	B.S.
Orientation	
Subject	Business Administration
Box 2	American History
Box 3	
Final Grade	3.66
Description	

### Education

6. After reviewing the parsed fields, click on the “update profile” button to update the details as per screenshot



## E-RECRUITMENT USER MANUAL FOR APPLICANT

The screenshot shows the 'Candidate Profile' page with a navigation bar containing 'Overview', 'Candidate Profile', 'Employment Opportunities', and 'Interview Selection'. Below the navigation bar are links for 'Resumes', 'Personal Settings', 'Change User Name', and 'Delete Registration'. The 'Resumes' section is highlighted, and a question asks if the user wants to update their profile by parsing their resume. Below this is a table with columns for 'Resume Title' and 'Profile Updated on'. The first row contains 'My Resume'. Below the table are buttons for 'Upload', 'Parse', and 'Delete'. At the bottom of the resume section are 'Update Profile' and 'Cancel' buttons. A callout box points to the 'Update Profile' button with the text: 'Click on Update Profile to fill the details in your candidate profile'. Below the resume section is an 'Education' section with a table entry for 'California State University' with a period of '01 01 1996 - 31 12 1999'.

Overview **Candidate Profile** Employment Opportunities Interview Selection

Resumes Personal Settings Change User Name Delete Registration

### Resumes

Do you want to update your profile by parsing your resume?

You can upload and parse a resume or simply attach a resume to your profile. If you parse your resume, your information will be automatic

### Resumes

Resume Title	Profile Updated on
My Resume	

Upload Parse Delete

Update Profile Cancel

### Education

California State University	
Period	01 01 1996 - 31 12 1999

7. Candidate resume will be parsed and profile will be updated and will be available to view for any changes.

## E-RECRUITMENT USER MANUAL FOR APPLICANT

The screenshot shows the 'Candidate Profile' page with a navigation bar containing 'Overview', 'Candidate Profile', 'Employment Opportunities', and 'Interview Selection'. Below the navigation bar are links for 'Resumes', 'Personal Settings', 'Change User Name', and 'Delete Registration'. A notification with a green checkmark icon states: 'Your profile was updated; check the profile and make any necessary changes.' Below this, a question asks 'Do you want to update your profile by parsing your resume?' with a callout box explaining: 'Your resume is now parsed and candidate profile is filled up with the details.' Below the question, there is a table titled 'Resumes' with the following data:

Resume Title	Profile Updated on
<a href="#">My Resume</a>	18.08.2020 11:46:13

At the bottom of the table are three buttons: 'Upload', 'Parse', and 'Delete'.

8. My profile window will be open for applicant to fill in the details.

### 2.1.2 Personal data

9. Click on "Personal Data" tab and fill the required details.

# E-RECRUITMENT USER MANUAL FOR APPLICANT

## PERSONAL DATA SCREENSHOT

Progress bar: 1 Personal Data, 2 Education/Training, 3 Work Experience, 4 Preferences, 5 Attachments, 6 Qualifications, 7 Questionnaire, 8 Cover Letter, 9 Complete Application, 10 Completed

< Previous step   Next Step >

**What are your personal details?**

Title:    Second Name:

First Name:    Last Name: \*

Gender:

Date of Birth:

Nationality:

Dependant:

**Permanent Residence**

Street/House Number:

Street/House Number 2:

Country:    Region:

City:    Postal Code:

**Temporary Residence**

Street/House Number:

Street/House Number 2:

Country:

Region:

City:    Postal Code:

Which address would you prefer us to use to contact you?  
Preferred Address:

**Communication Data**

E-Mail: \*    Business:

Private:

Mobile:

Which telephone number would you prefer us to use to contact you?  
Preferred Telephone Number:

*Note: All fields with \* (Asterisk) sign is mandatory and must be completed before navigating away from this page. It is advised to fill in as much of information as possible. Please add '0' in front of Postal Code if your code is less than 5 digits.*

## E-RECRUITMENT USER MANUAL FOR APPLICANT

10. After furnishing information, applicant to select the check box indicated above “I agree” and click on “Next Step” continue to the next step “Education and Training”.

### 2.1.3 Education/Training

11. Click ‘Add’ on the “Education/Training” tab and fill in your Academic and Professional qualifications beginning with the highest qualification that is relevant to the position.

12. Click “OK” to save all the information (Qualification).

### ADD EDUCATION SCREENSHOT HERE

**Add Education** ☐

Educational Institution:	Gujarat Technological University		
Start Date:	01.05.2013 <input type="text"/>	End Date:	01.05.2015 <input type="text"/>
Country:	India <input type="text"/>	Region:	-- Select -- <input type="text"/>
Location:	Ahmedabad <input type="text"/>		
Education Type:	University <input type="text"/>	Education Level:	University / College <input type="text"/>
Field of Education:	Bachelor's degree <input type="text"/>	Highest Degree/Certificate:	<input type="checkbox"/>
Subject:	Computer Science <input type="text"/>	Grade:	9.2 <input type="text"/>
Description:	<input type="text"/>		

13. Click on “Add” for each new entry for adding other qualifications.

## E-RECRUITMENT USER MANUAL FOR APPLICANT

< Previous step   Next Step >

**Which courses of study have you completed?**  
List all the courses of study you have completed.

**Education/Training**

Start Date	End Date	Educational Institution	Location	Country	Education Level	Grade	Highest Degree/Certificate
01.05.2013	01.05.2015	Gujarat Technological University	Ahmedabad	India	University / College	9.2	<input type="checkbox"/>

Add   Edit   Delete

Click here to add more educations.

14. Click on “Next Step” after adding all qualifications to move to the Work Experience Tab.

### 2.1.4 Work Experience

Applicant captures the work experience details in this tab.

15. Click on “Add” button for each individual job details stating the period worked in the organization and indicate the latest position held under **Job Title**.

16. Click the “OK” button to save the work experience information you have entered. If you have worked in more than one job, click “Add” button to add the various work experiences.

ADD WORK EXPERIENCE SCREENSHOT HERE

## E-RECRUITMENT USER MANUAL FOR APPLICANT

### Edit Work Experience

Employer:	TCS		
Not under Notice:	<input type="checkbox"/>		
Start Date:	01.05.2015	End Date:	09.04.2020
Country:	India	Region:	Gujarat
Location:	Ahmedabad		
Industry:	Consultancy/Service	Functional Area:	Consulting
Hierarchy Level:	Professional Level (>)		
Job Title:	Consultant - SAP HCM		
Description:			

OK Cancel

< Previous step Next Step >

#### What is your previous work experience?

List all work relationships to date individually.

#### Work Experience

Start Date	End Date	Employer	Location	Country	Job Title
01.05.2015	09.04.2020	TCS	Ahmedabad	India	Consultant - SAP HCM

Add Edit Delete **Click here to add more work**

## E-RECRUITMENT USER MANUAL FOR APPLICANT

Click on “Next Step” after all your work experience has been captured.

### 2.1.5 Qualifications

Applicant captures Qualification details in this tab.

17. Click on “Add” button for adding Qualification.

18. Click the “OK” button to save the Qualification information. If you have more Qualifications, click “Add” button to add more qualifications.

Screenshot

Click on “Next Step” after all your Qualifications has been captured.

### 2.1.6 Preferences

Applicant captures the Preference details in this tab.

19. Click on “Add” button for each Preference and indicate the employee preference for the current posting.

20. Click the “OK” button to save the Preference information. If you have more preferences, click “Add” button to add the preferences.

REFERENCES SCREENSHOT HERE

## E-RECRUITMENT USER MANUAL FOR APPLICANT

< Previous step   Next Step >

**What interests, preferences, and expectations do you have?**

Specify the expectations you have for a new work relationship. You can also describe your preferences in your own words in addition to the predefined selection options.

Interest Group: Professional

Salary Expectations: -- Sele

Contract Type: Full time   Employment Fraction: Full-time

Willingness to Travel: 100 %   Willingness to Relocate: Yes

Description:

Employment Preferences   Desired Work Location

**What kind of job would you like to have?**

Industry	Functional Area	Hierarchy Level
Industry	Functional Area	Hierarchy Level
<i>i</i> The table does not contain any data	<i>i</i> The table does not contain any data	<i>i</i> The table does not contain any data

Add   Delete   Add   Delete   Add   Delete

Click on “Next Step” after all your Qualifications has been captured.

### 2.1.7 Attachments

Applicant will be able to upload any document in this tab. Passport size photograph, CV, ID/Passport copy, Qualifications and Certifications, Reference letters, Criminal record form (if applicant has ever convicted) are mandatory. All documents can only be uploaded in PDF format. Application does not allow conversion of documents, so it is mandatory to have pdf documents in place.

21. Click on “Add” button and click on “Browse” to locate each document.

22. Select the document and click “open” and enter the title of the document into the “Document title “field”. Repeat the above steps for each document. Click on upload button to upload each document (The document may be stored in your Computer/ USB drive / etc.).

ATTACHMENTS SCREENSHOT HERE



## E-RECRUITMENT USER MANUAL FOR APPLICANT

[← Previous step](#) [Next Step →](#)

**Do you want to supplement your data by adding attachments?**  
You can attach electronically stored documents to supplement your data.

**Attachments**

Document Title	Attachment Type
<i>i</i> No attachments maintained	

[Add](#) [Edit](#) [Delete](#)

Document Title:

Attachment Type:

Language:

File:

[Transfer](#) [Cancel](#)

Click on “Employment Opportunities” tab to check for any Job openings. If there are no job postings you can attach your application for future Job openings through the “Job Search” link.

You can change your user name, delete registration and check your inbox for applications submitted by yourself.

### 2.1.8 Overview & Release

Click on this step “Overview & Release” for the recruiters to access your profile.

You can display your data in the Data Overview to confirm that all the relevant details have been captured.

## E-RECRUITMENT USER MANUAL FOR APPLICANT

[← Previous step](#) [Complete](#)

Do you want to be considered for open job vacancies?

I want to release my profile in order to be considered for other employment opportunities as well.  
For this purpose, other recruiters can access my data in accordance with the data privacy statement.

Confirm that you accept our data privacy statement  
[Data Privacy Statement](#)  
We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

Yes, I have read the data privacy statement and I accept it

[Complete](#)

Click on the “Complete” pushbutton to complete the application process.

This changes the status of your profile to “Completed” and you will receive a confirmation message that “your candidate profile was released successfully” as indicated below.

**My Profile**

1 Personal Data   2 Education/Training   3 Work Experience   4 Qualifications   5 Preferences   6 Attachments   7 Overview and Release   8 **Completed**

Your candidate profile was released successfully.

Your candidate profile was released successfully.

This shows that your *application is successfully saved and submitted.*

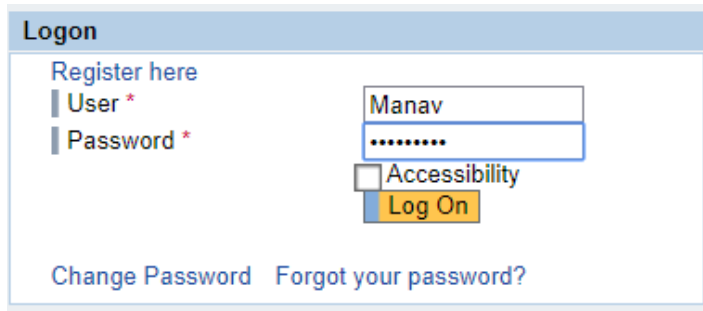
*If you do not get this message your application will still be in “Draft” status and cannot be accessed by recruiters.*

## E-RECRUITMENT USER MANUAL FOR APPLICANT

### 3.APPLYING FOR A JOB THROUGH JOB SEARCH:

If applicant is registered, there is no need to register again. Applicant need to login with the username and password you provided.

To do so, click on the following link—<https://.....>



The screenshot shows a 'Logon' form with the following elements:

- Register here** (link)
- User \*** (text label) with a text input field containing 'Manav'
- Password \*** (text label) with a password input field containing '.....'
- Accessibility** (checkbox and label)
- Log On** (button)
- Change Password** (link)
- Forgot your password?** (link)

Enter your username and password.

Click on “Logon” to open the “Applicant Cockpit”.

#### 3.1 JOB SEARCH

Click on the “Employment Opportunities” tab and again on the ‘Search’ button to display the published job opportunities.

JOB SEARCH SCREENSHOT HERE

# E-RECRUITMENT USER MANUAL FOR APPLICANT

The screenshot displays the 'Job Search' section of an e-recruitment portal. At the top, there are navigation tabs: 'Overview', 'Candidate Profile', 'Employment Opportunities', and 'Interview Selection'. Below these are sub-tabs: 'Job Search', 'Application via Reference Code', 'Favorites', 'My Applications', and 'Job Agents'. The 'Employment Opportunities' tab is highlighted, and a callout box with an orange border points to it, containing the text 'Click on the Employment Opportunities'. Below the navigation is a 'Job Search' header. The main content area includes a promotional message: 'Are you looking for an interesting new job? We are constantly looking for talented and motivated new employees. You can restrict the search result by specifying search criteria. Look at our employment opportunities.' Below this is a row of buttons: 'Start' (highlighted in orange), 'Reset', 'Save Search Query', 'Delete Search Query', and 'Save as Job Agent'. Further down, there is a section titled 'You can save your search criteria for later reuse' with a 'Search Query' dropdown menu showing '-- No search query saved --'. Below that is the 'Full Text Search' section, featuring a 'Keywords' input field and a 'Search Method' dropdown menu set to 'With at least one of the words'. The 'Search Criteria for Employment Opportunities' section includes two dropdown menus: 'Functional Area' and 'Country'. The 'Functional Area' dropdown is open, showing options: '<All>', 'Consulting', 'Controlling / Accounting / Financials', 'Customer Service and Service', 'DP / Computer Science', and 'Facility'. The 'Country' dropdown is also open, showing options: '<All>', 'Burkina Faso', 'Egypt', 'Kenya', 'Senegal', and 'South Africa'.

# E-RECRUITMENT USER MANUAL FOR APPLICANT

Contract Type: <All>  
Elected  
Fixed Term  
Interns  
Part Time  
Regular

Hierarchy Level: <All>  
Advisors  
CEO  
Director  
Executive Secretary  
First Officer

**Search Method**  
 All search criteria must be filled  
 At least one search criterion must be filled

**General Search Settings**

---

**General Search Settings**

Language: (All) ▾  
Maximum Number of Hits:

Start Reset Save Search Query query Save as Job Agent

Step 1: Click here to show the Language wise Job postings

Step 2: Select the Language and click on Start button on Orange color

# E-RECRUITMENT USER MANUAL FOR APPLICANT

## Job Search

### Are you looking for an interesting new job?

Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard. Choose "Create Favorite" to add the job posting to your list of favorites. You can also change your entry and restart the search.

[< Return to Search](#)

## Search Criteria

The search was not restricted

Select the relevant job posting, it will be open the details about Job posting

### Search Result: 22 Hits

Job Posting	Functional Area	Country
<a href="#">Programme Officer- Public Health</a>	Human Capital Development	South Africa
<a href="#">Head of Human Capital and Institutions Development</a>	Human Capital Development	
<a href="#">Senior Programme Officer, Health</a>	Human Capital Development	
<a href="#">Senior Programme Officer- Transport and Connectivity</a>	Human Capital Development	South Africa
<a href="#">Programme Officer – Incubation &amp; Piloting</a>	Industrialisation, Science, Technology and Innovation	
<a href="#">Senior Programme Officer Resource Mobilisation</a>	General Management / Corporate Management	South Africa
<a href="#">Principal Programme Officer- Rural Resources and Food Systems</a>	Other Function Areas	Senegal
<a href="#">Principal Programme Officer Science Technology and Innovation</a>	Industrialisation, Science, Technology and Innovation	South Africa
<a href="#">Director, Knowledge Management, Programme Evaluation &amp; Centres of Excellence</a>	General Management / Corporate Management	South Africa
<a href="#">Director of Operations</a>	General Management / Corporate Management	
<a href="#">Principal Programme Officer - Economist</a>	Other Function Areas	
<a href="#">Senior Finance Officer - Treasury</a>	Controlling / Accounting / Financials	
<a href="#">Programme Officer Data Management</a>	Controlling / Accounting / Financials	South Africa
<a href="#">Senior Programme Officer -Blue Economy</a>	Other Function Areas	South Africa
<a href="#">Head of Information System Management</a>	General Management / Corporate Management	South Africa

[Apply](#) [Create Favorite](#) [Save Search Query](#) [Tell a Friend](#)

## E-RECRUITMENT USER MANUAL FOR APPLICANT

### Programme Officer- Public Health

You can apply for the selected job posting or go back to the search results.

[Apply](#) [Tell a Friend](#)

Once the details about Job posting has been reviewed, click on Apply button.



#### **Job Title**

Programme Officer- Public Health

#### **Supervisor/Grade/Duty Station**

Position Level: P2

Supervisor: Principal Programme Officer, Smart Safety Surveillance

Duty Station: Midrand, Johannesburg, South Africa

#### **Tenure of appointment/Language requirements**

Proficiency in one of the following African Union working languages is a requirement; English, French, Portuguese and Arabic. Knowledge of one or more of the other AU working languages would be an added advantage.

The appointment will be made on an AU fixed-term contract for a period of two (2) years, of which the first three (3) months will be considered as a probationary period. This is renewable subject to performance and availability of funds.

#### **Remuneration**

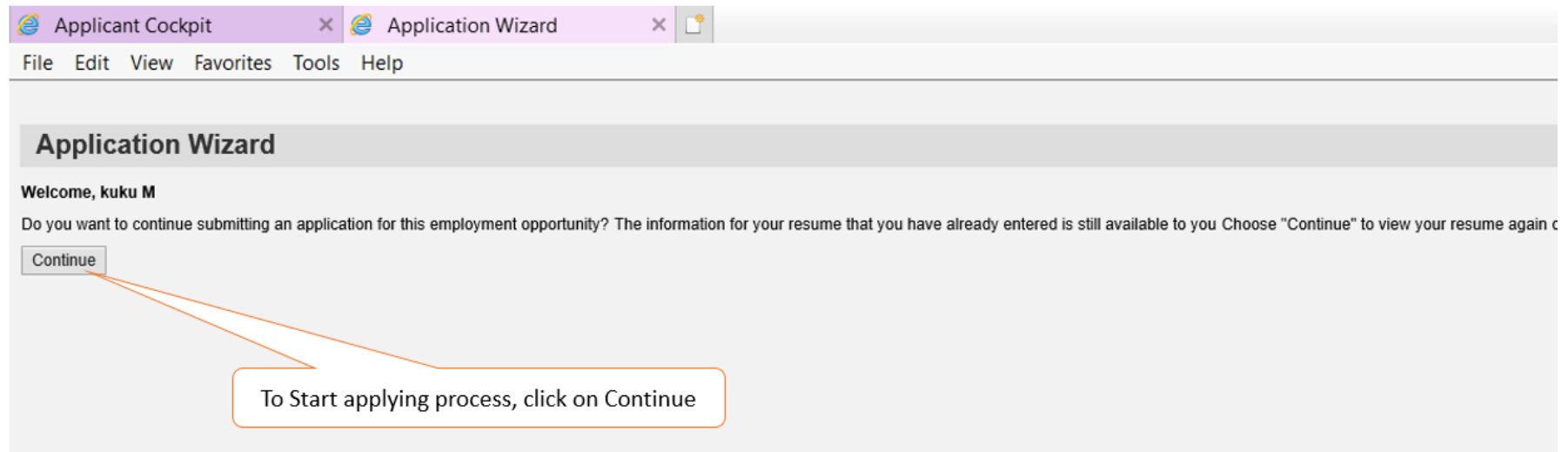
Indicative basic salary of US\$35,044.83.00 per annum plus other entitlements e.g. Post Adjustment (57% of basic salary), Housing allowance (\$21,832.68 annum), gratuity (15% of gross salary) in conformity with the rules and procedures applicable to internationally recruited staff of the African Union.

#### **Key performance areas**

Key Performance Areas 1 (KPA 1): Improved accountability and advocacy for health service delivery

1.1 Facilitate establishment of a planning, monitoring, evaluation and learning system for the health program.

## E-RECRUITMENT USER MANUAL FOR APPLICANT



Click on the Job opening you are interested in.

Click on the "Apply" function to get you to the "Personal Data" tab which you have already filled.



# E-RECRUITMENT USER MANUAL FOR APPLICANT

## Personal data

**Application Wizard**

1 Personal Data   2 Education/Training   3 Work Experience   4 Preferences   5 Attachments   6 Qualifications   7 Questionnaire   8 Cover Letter   9 Complete Application   10 Completed

< Previous step   Next Step >

**What are your personal details?**

Title: Mr.   First Name: John   Last Name: \* Adams   Gender: Male   Date of Birth:   Nationality:   Dependant:

**Permanent Residence**  
Street/House Number: 930 Via Mil Cumbres Unit 119   Street/House Number 2:   Country: USA   City: Solana Beach   Region: California   Postal Code: 92075

**Temporary Residence**  
Street/House Number:   Street/House Number 2:   Country: -- Select --   City:   Region:   Postal Code:

Which address would you prefer us to use to contact you?  
Preferred Address: Permanent Residence

**Communication Data**  
E-Mail: \* johnadams@yamoo.com   Private:   Mobile: (858) 555-1001   Business: (858) 555-1000

Which telephone number would you prefer us to use to contact you?  
Preferred Telephone Number: Business

Review all the fields are appearing from your resume and fill up the remaining details and click on Next Step button

## E-RECRUITMENT USER MANUAL FOR APPLICANT

### Education/Training:

#### Application Wizard

1 Personal Data → 2 Education/Training → 3 Work Experience → 4 Preferences → 5 Attachments → 6 Qualifications → 7 Questionnaire → 8 Cover Letter → 9 Complete Application → 10 Completed

< Previous step   Next Step >

**Which courses of study have you completed?**  
List all the courses of study you have completed.

#### Education/Training

Start Date	End Date	Educational Institution	Location	Country	Education Level
01.01.1996	31.12.1999	California State University	Chico	USA	Bachelors Degree
01.01.1995	31.12.1996	Butte College			Associate Degree

Add   Edit   Delete

Review all the fields are appearing from your resume and fill up the remaining details by click on Add button here.

# E-RECRUITMENT USER MANUAL FOR APPLICANT

## Application Wizard

1 Personal Data   2 Education/Training   3 Work Experience   4 Preferences   5 Attachments   6 Qualifications   7 Questionnaire   8 Cover Letter   9 Complete Application   10 Completed

< Previous step   Next Step >

**Which courses of study have you completed?**  
List all the courses of study you have completed.

### Education/Training

Start Date	End Date	Educational Institution	Location	Country	Education Level
No education/training maintained					

Add   Edit   Delete

#### Add Education

Educational Institution:

Start Date:  End Date:

Country: -- Select -- Region:

Location:

Education Type: -- Select -- Education Level: -- Select --

Field of Education: -- Select -- Highest Degree/Certificate:

Subject:  Grade:

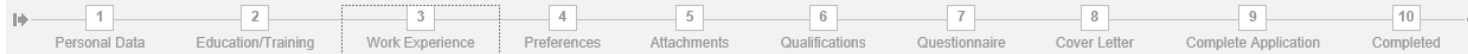
Description:

OK   Cancel

# E-RECRUITMENT USER MANUAL FOR APPLICANT

## Work Experience:

### Application Wizard



[< Previous step](#) [Next Step >](#)

#### What is your previous work experience?

List all work relationships to date individually.

#### Work Experience

Start Date	End Date	Employer	Location	Country	Job Title
01.10.2004		Technical Difference	Encinitas	USA	Director of Web Applications Development
01.03.2003	31.12.2004	Convergence Inc. LLC	Del Mar	USA	Senior Web Developer/DBA
01.05.2000	30.04.2002	Avalon Digital Marketing Systems, Inc			Web Developer/Junior DBA

[Add](#) [Edit](#) [Delete](#)

# E-RECRUITMENT USER MANUAL FOR APPLICANT

## Application Wizard

1 Personal Data   2 Education/Training   3 Work Experience   4 Preferences   5 Attachments   6 Qualifications   7 Questionnaire   8 Cover Letter   9 Complete Application   10 Completed

< Previous step   Next Step >

**What is your previous work experience?**  
List all work relationships to date individually.

### Work Experience

Start Date	End Date	Employer	Location	Country
No work experience maintained				

Add   Edit   Delete

#### Add Work Experience

Employer:

Not under Notice:

Start Date:  End Date:

Country: -- Select --   Region:

Location:

Industry: -- Select --   Functional Area: -- Select --

Hierarchy Level: -- Select --

Job Title:

Description:

OK   Cancel

# E-RECRUITMENT USER MANUAL FOR APPLICANT

## Preferences:

### Application Wizard

1 Personal Data   2 Education/Training   3 Work Experience   4 Preferences   5 Attachments   6 Qualifications   7 Questionnaire   8 Cover Letter   9 Complete Application   10 Completed

< Previous Step   Next Step >

**What interests, preferences, and expectations do you have?**  
Specify the expectations you have for a new work relationship. You can also describe your preferences in your own words in addition to the predefined selection options.

Interest Group:

Salary Expectations:

Contract Type:    Employment Fraction:

Willingness to Travel:    Willingness to Relocate:

Description:

**Employment Preferences**   Desired Work Location

**What kind of job would you like to have?**

Functional Area	Hierarchy Level
<input type="text" value="Functional Area"/>	<input type="text" value="Hierarchy Level"/>
<input type="text" value="Controlling / Accountin..."/>	<input type="text" value="Head of Division"/>
<input type="button" value="Add"/> <input type="button" value="Delete"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/>

Add Functional Area and Hierarchy Level from the list. Multiple area and level can also be added if required.

E-RECRUITMENT USER MANUAL FOR APPLICANT

Attachments:

### Application Wizard

1 Personal Data   2 Education/Training   3 Work Experience   4 Preferences   5 Attachments   6 Qualifications   7 Questionnaire

< Previous step   Next Step >

**Do you want to supplement your data by adding attachments?**  
You can attach electronically stored documents to supplement your data.

#### Attachments

Document Title	Attachment Type
No attachments maintained	

Add   Edit   Delete

Document Title:

Attachment Type:

Language:

File:

Transfer   Cancel

- Select --
- Certificate/Diploma
- Criminal record document
- National ID / Passport**
- Other
- PHOTO
- Reference

Select all the relevant types of attachments.  
National ID/Passport is mandatory here.

## E-RECRUITMENT USER MANUAL FOR APPLICANT

### Application Wizard

1 Personal Data   2 Education/Training   3 Work Experience   4   5   6   7 Questionnaire

< Previous step   Next Step >

Do you want to supplement your data by adding attachments?  
You can attach electronically stored documents to supplement your data.

**Attachments**

Document Title	Attachment Type
<a href="#">Passport</a>	National ID / Passport

Add   Edit   Delete

Click on Next Step once relevant attachments are uploaded



# E-RECRUITMENT USER MANUAL FOR APPLICANT

## Qualifications:

**Application Wizard**

1 Personal Data   2 Education/Training   3 Work Experience   4 Preferences   5 Attachments   6 Qualifications   7 Questionnaire   8 Cover Letter   9 Complete Application   10 Completed

< Previous step   Next Step >

Rate your competencies and qualifications. You can use the text fields to provide additional information, if required.

**Qualifications**

Qualification Group

**i** No qualifications maintained

Add   Edit   Delete

### Add Qualifications

Languages Proficiency   Professional Certification

Selected	Qualification	Other Information	Proficiency
<input type="checkbox"/>	Arabic		Not rated
<input type="checkbox"/>	English		Not rated
<input type="checkbox"/>	French		Not rated
<input type="checkbox"/>	Portuguese		Moderate

Other Qualifications:

**Description of Proficiencies**

No proficiency descriptions are available.

Select the proficiency for the respective qualification items and click on OK button

OK   Cancel

# E-RECRUITMENT USER MANUAL FOR APPLICANT

## Questionnaire:

**Application Wizard**

1 Personal Data   2 Education/Training   3 Work Experience   4 Preferences   5 Attachments   6 Qualifications   7 Questionnaire   8 Cover Letter   9 Complete Application   10 Completed

< Previous step   Next Step >

Before you submit an application, answer the following questions: You can change the information in the questionnaire at any time until you submit your application

**PO public Health**

Reset

What is your proficiency in establishment of a Monitoring and Evaluation system? \*

- Average
- Good
- Very Good
- Excellent

What is your level of proficiency in English Language? \*

- Basic Knowledge
- Moderate
- Fluent
- Native speaker

What is your level of experience in developing project proposals for funding? \*

How many years experience do you have in producing project reports? \*

- Poor
- Adequate
- Average
- Good
- Very Good

Are you a citizen of an African Union member state? \*

- No
- Yes

Apply answers on the questions listed below and click on Next Step

## E-RECRUITMENT USER MANUAL FOR APPLICANT

Cover Letter:

The screenshot displays the 'Application Wizard' interface. At the top, a progress bar shows 10 steps: 1. Personal Data, 2. Education/Training, 3. Work Experience, 4. Preferences, 5. Attachments, 6. Qualifications, 7. Questionnaire, 8. Cover Letter (highlighted with a dashed box), 9. Complete Application, and 10. Completed. Below the progress bar are two buttons: '< Previous step' and 'Next Step >'. The main content area is divided into two sections. The first section is titled 'Where did you find out about us?' and contains three input fields: 'Application Source Type' (a dropdown menu with '-- Select --'), 'Application Source' (a text box), and 'Other Information' (a text box). The second section is titled 'Why are you applying for this employment opportunity?' and includes the instruction 'Create a short application cover letter Here you can provide a more detailed explanation about why you are interested in the job' above a large, empty text area for writing the cover letter.

### Complete Application

A new window opens in a Pop-up (If not, kindly Disable Pop-up blocker in your Web-browser).

Click on the icon "I agree"

## E-RECRUITMENT USER MANUAL FOR APPLICANT

### Application Wizard

1 Personal Data   2 Education/Training   3 Work Experience   4 Preferences   5 Attachments   6 Qualifications   7 Questionnaire   8 Cover Letter   9 Complete Application   10 Completed

← Previous step

You can now submit your application.

I want to release my profile in order to be considered for this position. For this purpose, other recruiters can access my profile.

Yes, I have read the data privacy statement.

Have you ever been arrested, indicted, or convicted in a criminal court as a defendant in a criminal case, or found guilty of a violation of any law? (Excluding minor traffic violations)

If yes, give full particulars of each case in an attached statement.

Yes

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the AU liable to termination or dismissal.

I give permission for my application to be considered for other employment opportunities in the organisation...

**Send Application Now**

*If you came across any criminal records, please tick here and click on Previous Step to go and attach the criminal documents in Step 5 – Attachments. This will allow to submit your application successfully.*

Click on Send Application Now button to submit the application.

### Application Wizard

1 Personal Data   2 Education/Training   3 Work Experience   4 Preferences   5 Attachments   6 Qualifications   7 Questionnaire   8 Cover Letter

Your application was sent

**Your application was sent successfully**

Thank you for applying for one of our job postings.

We are checking the information in your application and will be in touch with you soon.  
You can now close the window.

## E-RECRUITMENT USER MANUAL FOR APPLICANT

### 3.2 Applicant Cockpit:

Applicant can manage the details in applicant cockpit as per snap below.



**Resumes:** Candidate has attached the resume

**Personal Settings:** Candidate can change the date format and the preferred language.

## E-RECRUITMENT USER MANUAL FOR APPLICANT

### Personal Settings

Would you like to tailor your pages to suit your personal requirements?

#### Basic Settings

Specify the formats in which numbers and date information is displayed. Note that these settings do not take effect until you log on again.

Date Format:

Decimal Notation:

#### General Settings

The preferred language specifies the language in which you want to receive and send your correspondence.

Preferred Language:

Save

**Delete Registration:** Candidate can delete the registration / candidature, hence after deletion of profile, he/she will not be able to apply further.

### Delete Registration

Do you want to delete your registration for our Job&Career opportunities?

You can delete the registration for our Job&Career pages. Note that your entries will be lost completely; if you want to register again, you must reenter all information. Consider whether it would be more advisable to leave the data in the system and to simply lock your profile.

Your registration and your data will be deleted irrevocably. We can then no longer take open applications into account.

Delete Registration

**Application via Reference Code:** Candidate can also apply via specific Reference code with the same process as job search.

# E-RECRUITMENT USER MANUAL FOR APPLICANT

**SAP**

Overview Candidate Profile **Employment Opportunities** Interview Selection

Job Search Application via Reference Code Favorites My Applications Job Agents

### Application via Reference Code

**Are you interested in a new challenge?**

Use the reference code search if you already know which job posting you want to apply for and you know the reference code for it.

**Enter the reference code to submit an application**

Do you know the reference code of the job posting? Enter the corresponding character string (not case-sensitive)

Reference Code:

**Search Result: 0 Hits**

Reference Code	Job Posting
The table does not contain any data	

**My Applications:** Candidate can view his/her existing applications that already applied (submitted / draft version)

Candidate can delete/withdraw applications.

Overview Candidate Profile **Employment Opportunities** Interview Selection

Job Search Application via Reference Code Favorites **My Applications** Job Agents

### My Applications

**Do you want to call an overview of your applications up to now?**

These are your previous applications You can check the status of applications, and withdraw or delete applications

**Number of Applications: 1**

Job Posting	Application from	Status
<a href="#">General Manager HR</a>		Draft