



“Smart Way to Work Smarter”

Creating A Profile For eRecruitment

Document Title	Creating A Profile For eRecruitment
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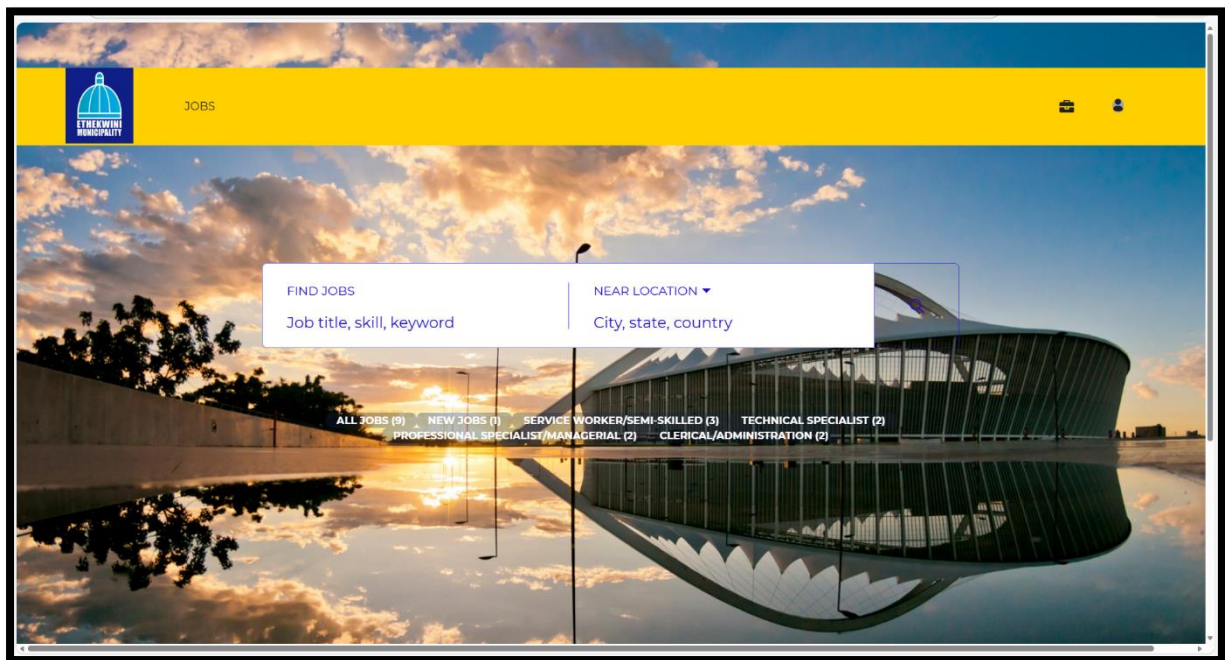
Creating A Profile For eRecruitment

Purpose

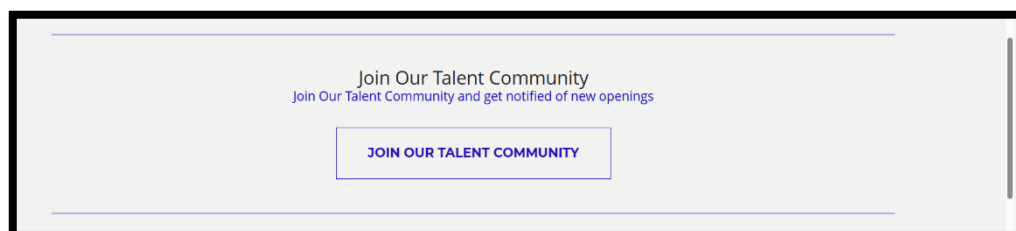
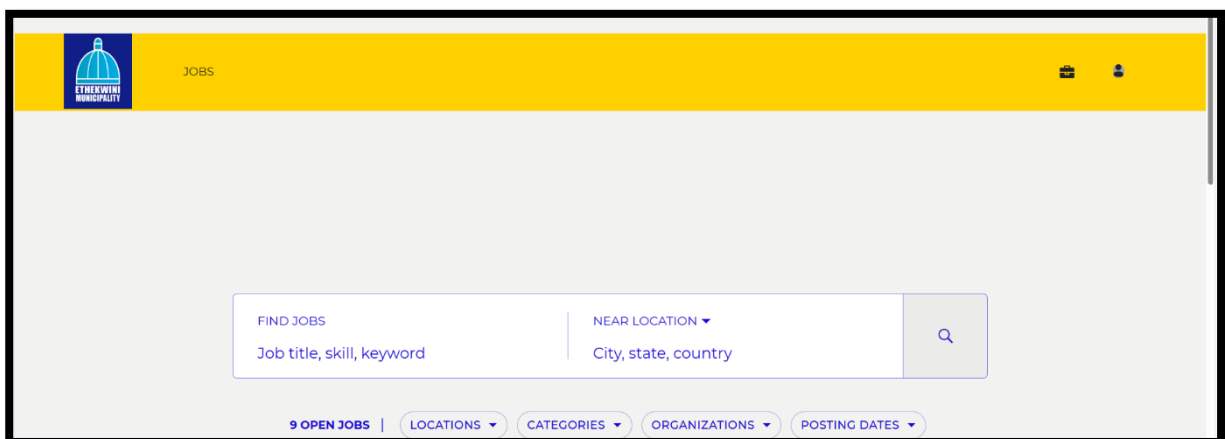
The purpose of this guide is to assist applicants in successfully creating and completing their profile on the eThekweni Municipality Careers Portal.

1. Accessing The Portal

- 1.1. On the eThekweni Recruitment Site, click on **Jobs**

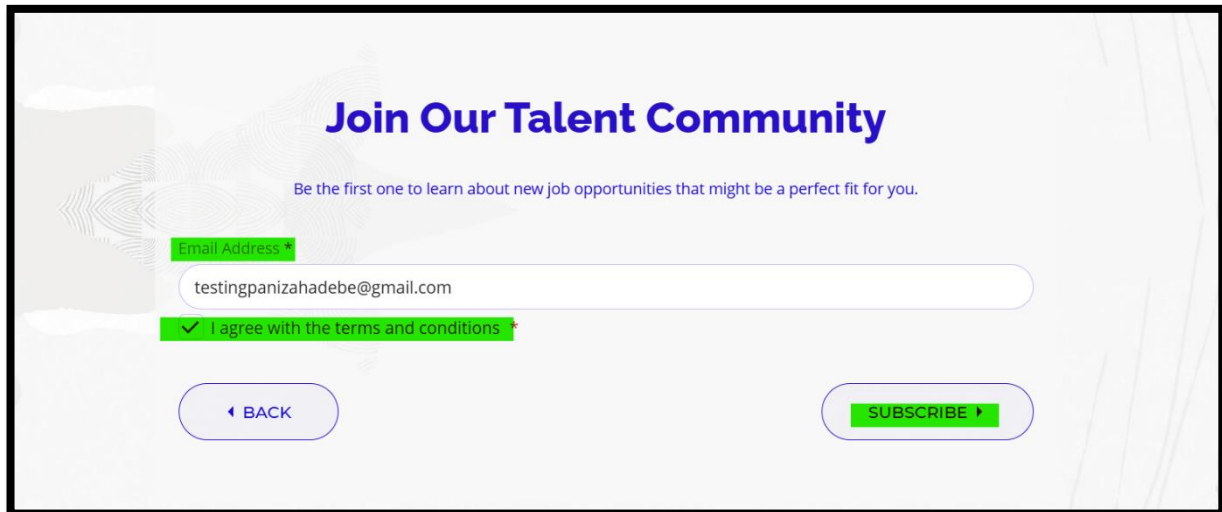


- 1.2. Scroll down to find **Join Our Talent Community**



2. Email Subscription

- 2.1. To subscribe via email, enter in your **Email Address**
- 2.2. Tick the **checkbox** to confirm acceptance of the **Terms and Conditions**
- 2.3. Click **Subscribe** to proceed



The screenshot shows a web form titled "Join Our Talent Community" with the subtitle "Be the first one to learn about new job opportunities that might be a perfect fit for you." The form includes an "Email Address" field with the value "testingpanizahadebe@gmail.com" and a checked checkbox for "I agree with the terms and conditions". At the bottom, there are two buttons: "BACK" and "SUBSCRIBE".

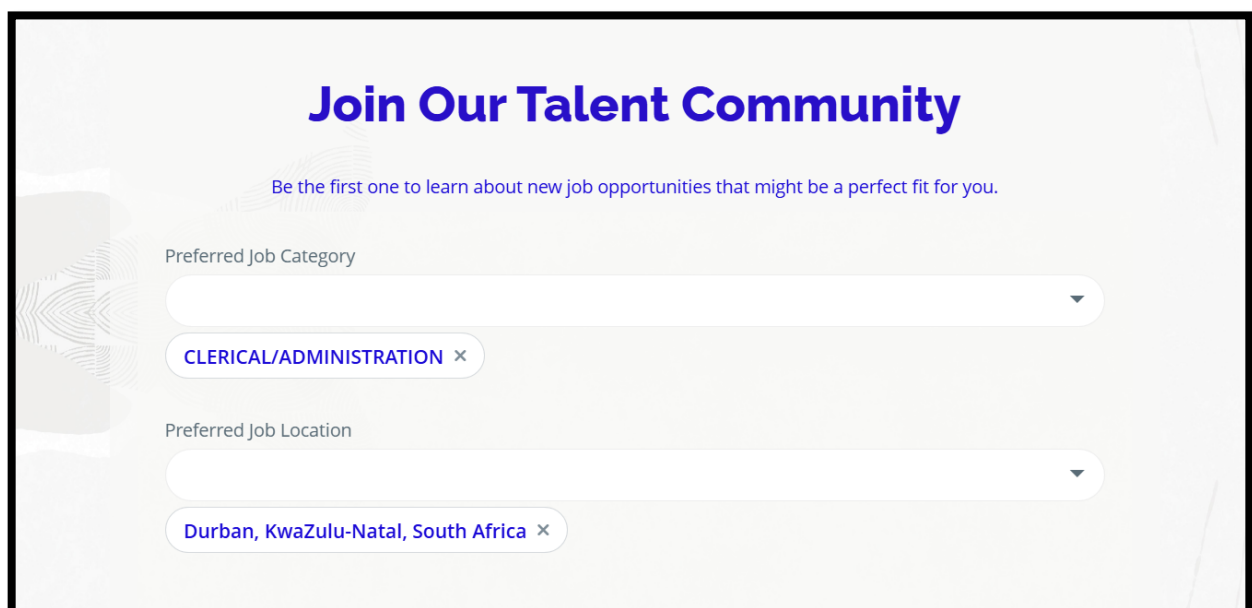
3. Job Preferences

- 3.1. Select your Preferred **Job Category**

Note: After selecting a category, it will appear at the bottom of the selection field.

- 3.2. Select your Preferred **Job Location**

Note: Although multiple locations may appear, they all link to a single configured location.



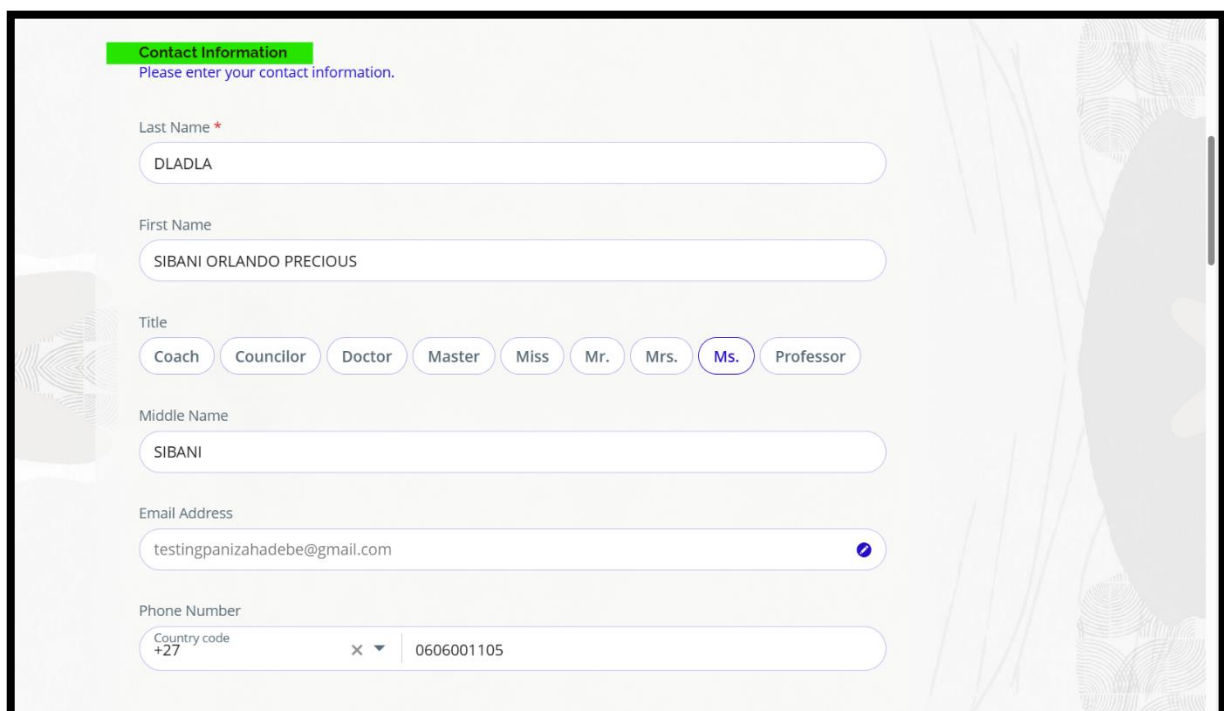
The screenshot shows a web form titled "Join Our Talent Community" with the subtitle "Be the first one to learn about new job opportunities that might be a perfect fit for you." The form includes two dropdown menus. The first is labeled "Preferred Job Category" and has "CLERICAL/ADMINISTRATION" selected. The second is labeled "Preferred Job Location" and has "Durban, KwaZulu-Natal, South Africa" selected.

4. Capturing Contact Information

4.1. Complete all the required fields:

- First Name
- Last Name
- Title (select from list)
- Middle Name (optional)
- Email Address (auto-populated)
- Phone Number

To proceed, scroll down



Contact Information
Please enter your contact information.

Last Name *
DLADLA

First Name
SIBANI ORLANDO PRECIOUS

Title
Coach Councillor Doctor Master Miss Mr. Mrs. Ms. Professor

Middle Name
SIBANI

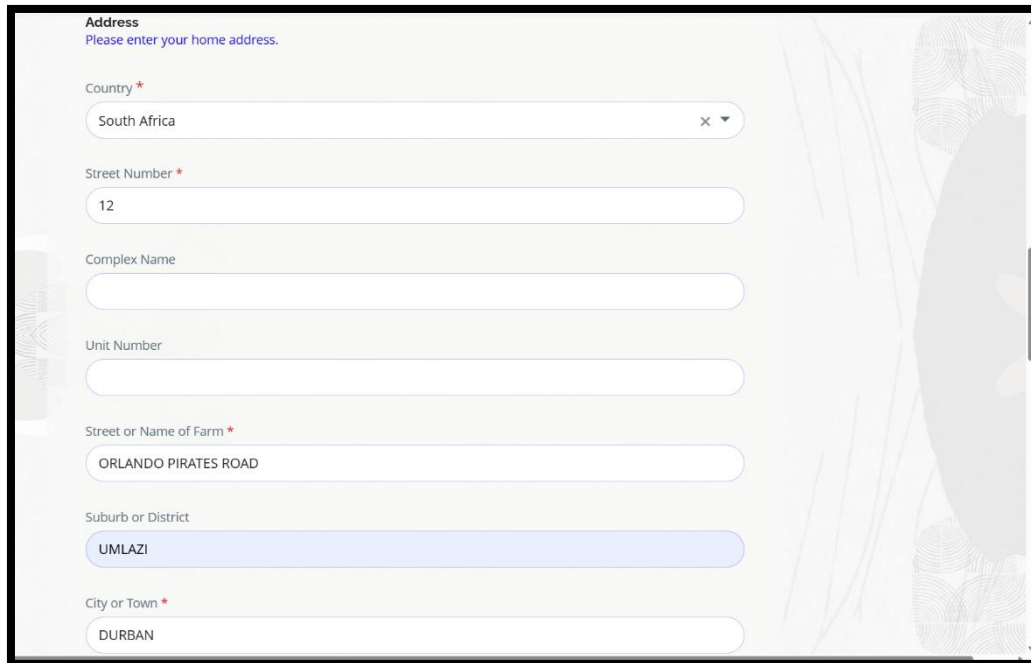
Email Address
testingpanizahadebe@gmail.com

Phone Number
Country code +27 0606001105

5. Capturing Address Details

5.1. All fields marked with an asterisk (*) are **mandatory**.

Country (defaults to **South Africa**), Street Number, Street Name, Suburb, City, Postal Code



The screenshot shows a form titled "Address" with the instruction "Please enter your home address." The form contains several input fields:

- Country ***: A dropdown menu with "South Africa" selected.
- Street Number ***: A text input field containing "12".
- Complex Name**: An empty text input field.
- Unit Number**: An empty text input field.
- Street or Name of Farm ***: A text input field containing "ORLANDO PIRATES ROAD".
- Suburb or District**: A text input field containing "UMLAZI".
- City or Town ***: A text input field containing "DURBAN".

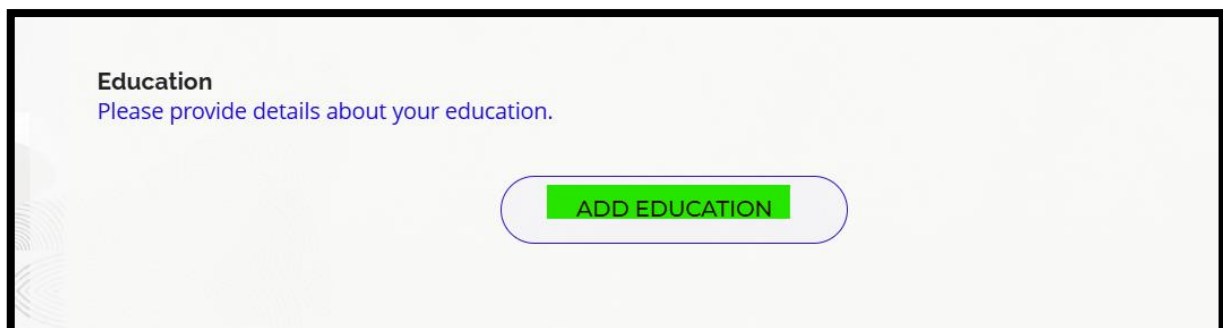
6. Adding Education Details

6.1. Click **Add Education**

6.2. Complete the following: Qualification / Degree, Major Subject (optional), Institution / School Name, Start Date (Month & Year), Education Level, Country (e.g., South Africa), City, Year Obtained, Average Grade (optional)

6.3. Click **Add Education**

Note: You may add multiple qualifications if applicable.



The screenshot shows a form titled "Education" with the instruction "Please provide details about your education." The form contains a single prominent button:

- ADD EDUCATION**: A green button with white text, centered on the page.

Degree *

Bachelor's Degree
 Doctorate Degree
 High School Graduate
 Master's Degree

No Formal Education
 Three Years College

Major

HUMAN RESORCES

School

MANGOSUTHU UNIVERSITY OF TECHNOLOGY x ▾

Start Date

Month: February x ▾ | Year: 2008 x ▾

End Date

Month: October x ▾ | Year: 2010 x ▾

Education Level

Diploma x ▾

Country

South Africa x ▾

City

DURBAN

Average Grade

Year Acquired

CANCEL ADD EDUCATION

Note: The information you have provided will be populated as below, should you have additional education capture it.

Education
Please provide details about your education.

HUMAN RESORCES
 MANGOSUTHU UNIVERSITY OF TECHNOLOGY 02/2008 - 10/2010 x

ADD EDUCATION

7. Adding Work Experience

7.1. Click **Add Experience**

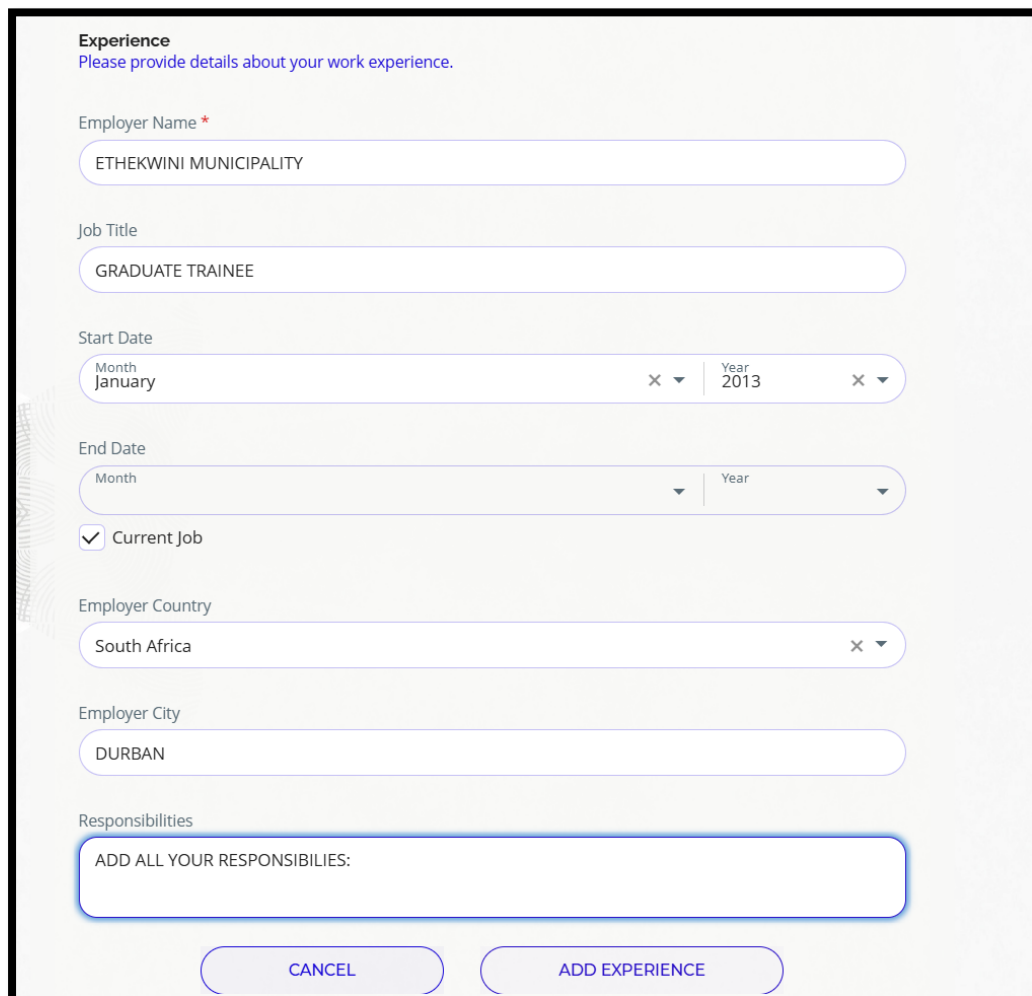
7.2. Complete the following: Employer Name, Job Title, Start Date, End Date (or select **Current** if still employed), Country, City, Job Responsibilities

7.3. Click **Experience**



Experience
Please provide details about your work experience.

ADD EXPERIENCE



Experience
Please provide details about your work experience.

Employer Name *
ETHEKWINI MUNICIPALITY

Job Title
GRADUATE TRAINEE

Start Date
Month: January | Year: 2013

End Date
Month: | Year:

Current Job

Employer Country
South Africa

Employer City
DURBAN

Responsibilities
ADD ALL YOUR RESPONSIBILITIES:

CANCEL **ADD EXPERIENCE**

8. Uploading Supporting Document

8.1. Upload your **CV (Resume)** (Mandatory)

Maximum file size: **5MB**

8.2. Upload a **Cover Letter** (optional)

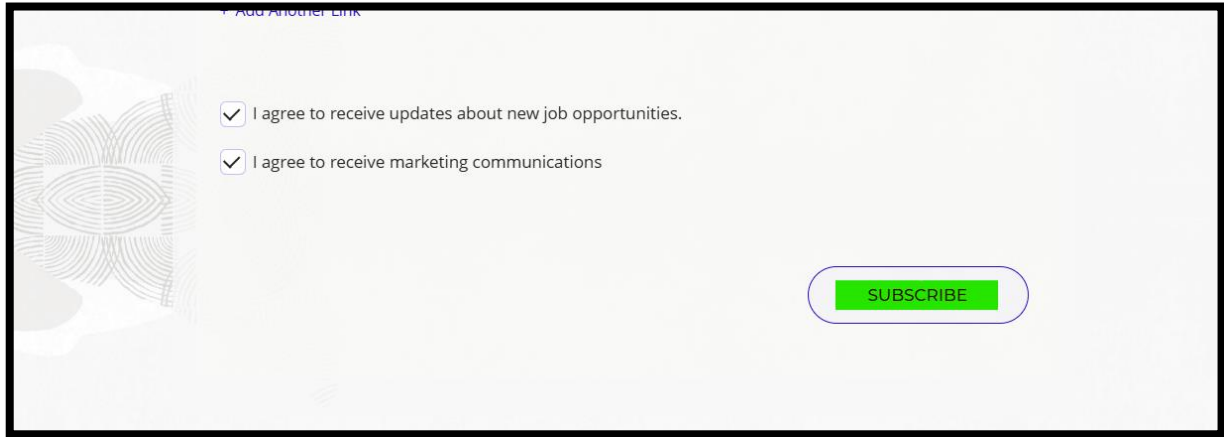
8.3. Select preferences:

- Receive job alerts
- Receive marketing communication (optional)

The screenshot shows a web form titled "Supporting Documents and URLs" with the instruction "Please add any additional documents or URLs." It features two upload areas: "Drop Resume Here*" with a green "Upload Resume" button, and "Drop Cover Letter Here" with a blue "Upload Cover Letter" button. Below these is a "Link 1" input field and a "+ Add Another Link" option. At the bottom, there are two checkboxes for "I agree to receive updates about new job opportunities" and "I agree to receive marketing communications", and a blue "SUBSCRIBE" button.

9. Finalising Your Profile

- 9.1. Click **Subscribe** to save your profile.
- 9.2. You will be redirected to a verification screen.

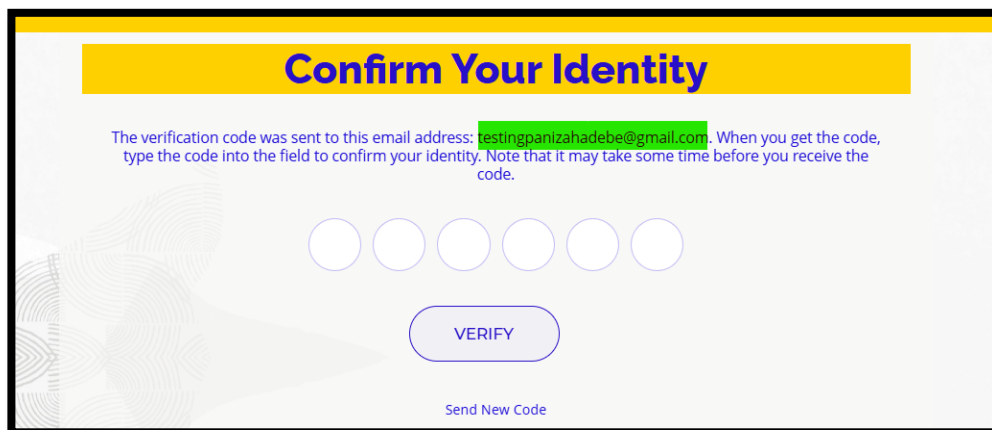


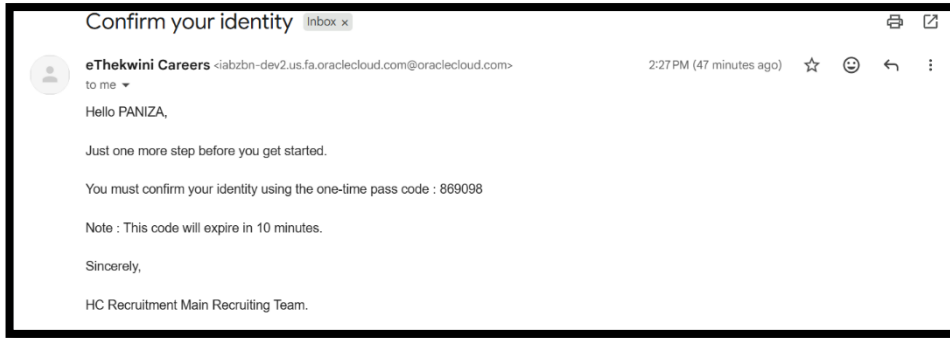
10. Email Verification

- 10.1. Check your email for a **verification code**.
- 10.2. Enter the code and click **Verify**

Important:

- The code expires after **10 minutes**.
- You may request a new code if it expires.
- Enter the code and click **Verify**





11. Profile Completion

Once verified:

- 11.1. Click **Back** to return to the main page, or
- 11.2. Click **Manage My Profile** to update your details at any time.

