

# UMHLAHLANDLELA WOKWAKHA IPROFILE KU-ETHEKWINI CAREER SITE

## 1. Inhloso

Lo mhlahlandlela uchaza izinyathelo zokwakha i **profile** ku-eThekwini Careers Portal ukuze **abafaka** izicelo bakwazi ukubhalisa, ukufaka imininingwane yabo, kanye nokufaka izicelo zemisebenzi.

## 2. Ukuqala

1. **Cofa** ku **Jobs**
2. Yehlisa phansi ubheke “**Join our Talent Community**”
3. **Cofa** kuleyo ndawo
4. Faka i-**email** yakho
5. Faka uphawu (✓) ukuvuma **Terms and Conditions**
6. **Cofa** ku **Subscribe** ukuze uqhubeke

## 3. Ukukhetha Isigaba Somsebenzi

- Khetha **Job Category**
- **Cofa** eceleni ukuze uqinisekise ukuthi ukukhetha kwakho kuyavela

### Qaphela:

Noma ubona izindawo eziningi, zonke ziya endaweni eyodwa ohlelweni.

## 4. Indawo Oyikhethayo

- Khetha **Preferred Job Location** ohlwini

## 5. Ulwazi Lokuxhumana (Contact Information)

Faka imininingwane elandelayo: - Isibongo - Igama - Isihloko (Title) - Igama lesibili (uma likhona) - **email** (izovela ngokuzenzakalelayo) - Inombolo yocingo

**Cofa** phansi ukuze uqhubeke.

## 6. Ikheli (Address)

Zonke izinkambu ezine (\*) ziyadingeka: - Izwe: South Africa - Inombolo yomugwaqo - Igama lomugwaqo - Indawo - Idolobha - Inombolo yeposi

## 7. Imfundo (Education)

1. **Cofa Add Education**
2. Khetha iziqu (Degree)
3. Faka Major Subject (uma ikhona)
4. Khetha igama lesikole noma i-institution
5. Faka usuku lokuqala (inyanga nonyaka)
6. Khetha Education Level
7. Izwe: South Africa
8. Idolobha: South Africa
9. Average Grade (akuphoqelekile)
10. Faka unyaka owathola ngawo iziqu

Cofa ukugcina.

## 8. Ulwazi Lomsebenzi (Work Experience)

1. Cofa **Add Experience**
2. Faka:
  - Igama lomqashi
  - Isikhundla
  - Usuku lokuqala nolokuphela
  - Uma usasebenza, khetha **Current**
  - Izwe
  - Idolobha
  - Imisebenzi oyenzile (Responsibilities)

Cofa **Add Experience** ukugcina.

## 9. Amadokhumenti (Supporting Documents)

- Faka i-CV yakho ku **Upload Resume**
- Usayizi akumele udlule ku-5MB
- Ungayifaki i-Cover Letter

Khetha (✓) uma ufuna: - Ukwamukela amathuba emisebenzi - Ukwamukela imininingwane yokumaketha

## 10. Ukugcina Profile

1. Cofa **Subscribe**
2. Hlola i-imeyili yakho
3. Ikhodi iphelelwa isikhathi ngemizuzu eyi-10
4. Faka ikhodi bese ucofa **Verify**

## 11. Ukuqinisekisa

Profile yakho isilondolozwe.

- Cofa **Back** ukubuyela ekhasini elikhulu
- Noma cofa **Manage My Profile** ukuze uhlele imininingwane yakho

## 12. Isiphetho

Lo mhlahlandlela usiza abasebenzisi ukuthi bakhe profile yabo kahle futhi bagcine imininingwane efanele ukuze kube lula ukufaka izicelo zemisebenzi kuhlelo lwe eThekwini Careers Portal.

**Lungiselelwe i-eThekwini Municipality – Human Capital Systems**