



**SOUTH AFRICA**

# e-Recruitment User Manual

***IEC IT***

***March 2023***

## *Table of Contents*

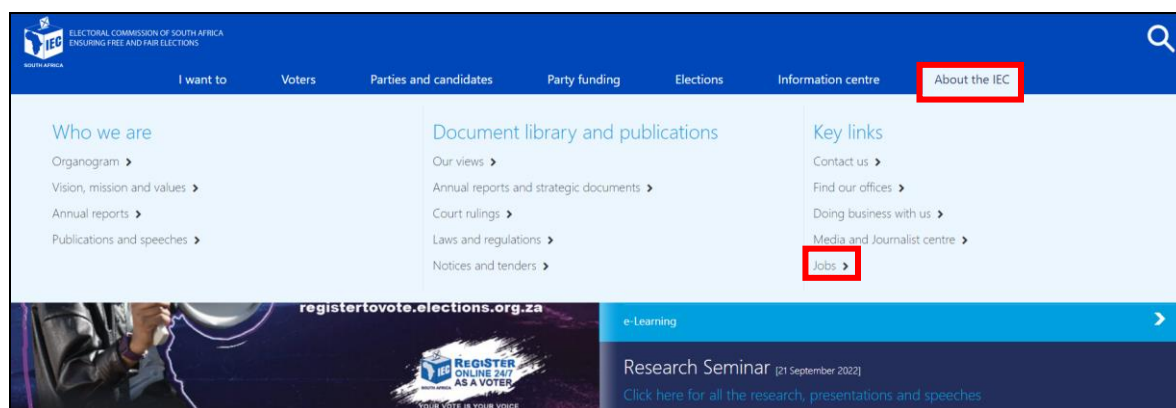
1	HOW TO SEARCH AND FILTER JOBS ON THE IEC PUBLIC WEBSITE.....	3
2	HOW TO CREATE MYIEC PROFILE.....	4
3	HOW TO LOGIN USING EXISTING CREDENTIALS .....	12
4	HOW TO BUILD PERSONAL PROFILE .....	16
5	HOW TO BROWSE JOBS.....	21
6	HOW TO VIEW YOUR APPLICATIONS .....	24
7	HOW TO ACCESS ELEARNING PROFILE .....	26
8	HOW TO MANAGE YOUR PROFILE.....	27
9	HOW TO SIGN OUT .....	33

## 1 How to Search and Filter Jobs on the IEC Public Website

You can search and filter vacancies on the Electoral Commission e-Recruitment portal, but in order to apply for jobs you must first Create a User Profile.

1.1 Go to <https://www.elections.org.za/pw/>

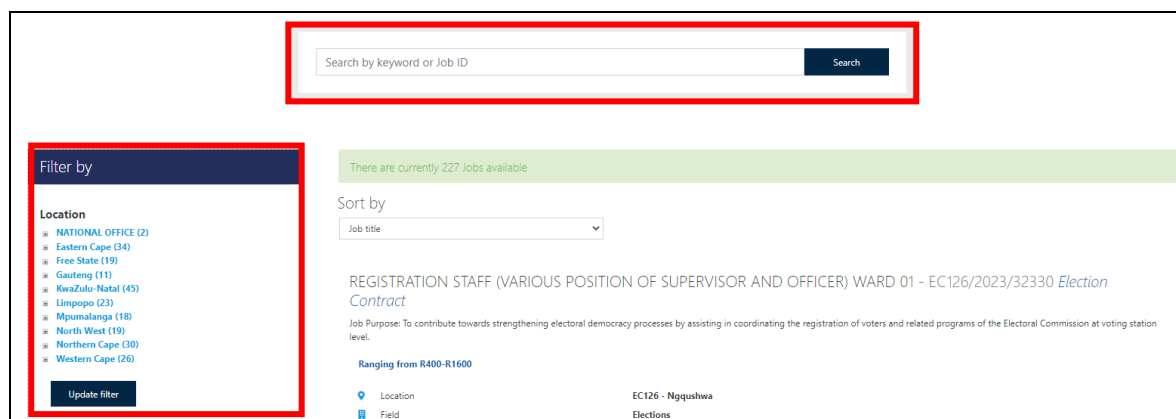
1.2 Click on '**About the IEC**' menu and click on the '**Jobs**' link.



**Figure 1: Elections Home Page**

1.3 Either you can **Search** using a **Keyword** or by using the **Job ID** if you already know it.

1.4 You can filter for jobs by **Location** as shown on the left pane. Upon filtering by location, do not forget to click on the **Update Filter** button to get the latest results.



**Figure 2: Search and Filter Page**

## 2 How to Create MyIEC Profile

To apply for a vacancy at the Electoral Commission e-Recruitment portal, you must first Create User Profile. If you already have a “MyIEC User Profile” use your login details to Sign In.

2.1 Go to <https://www.elections.org.za/pw/>

2.2 Click on ‘About the IEC’ menu and click on the ‘Jobs’ link.

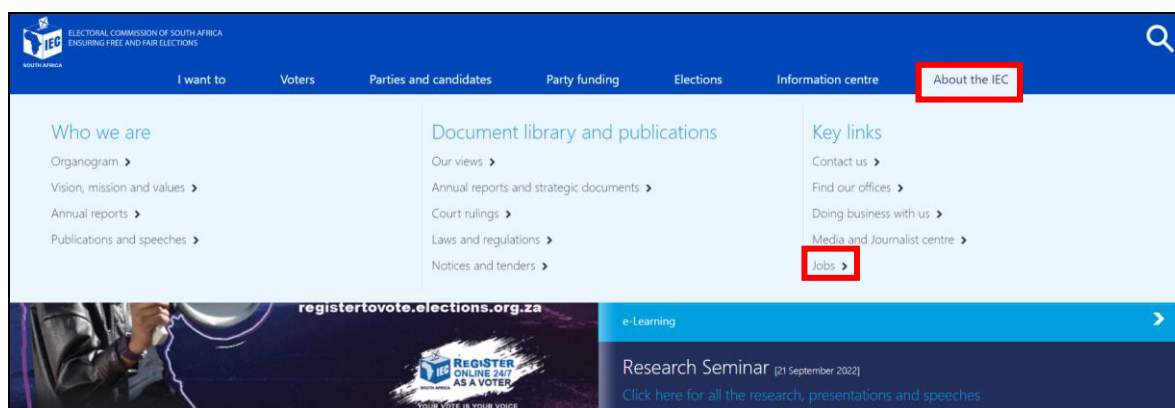


Figure 3: Elections Home Page

2.3 Click on the ‘Download PDF’ button to download a **Quick Guide** on how to register and apply for jobs.

2.4 Click on the ‘Register’ button to be re-directed to the MYIEC portal where you will be able to create your profile.

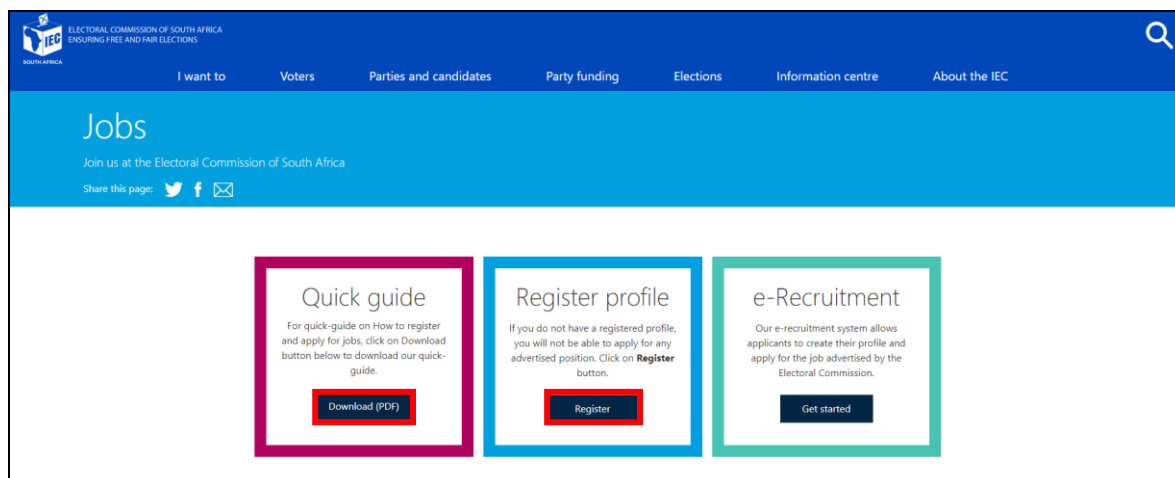
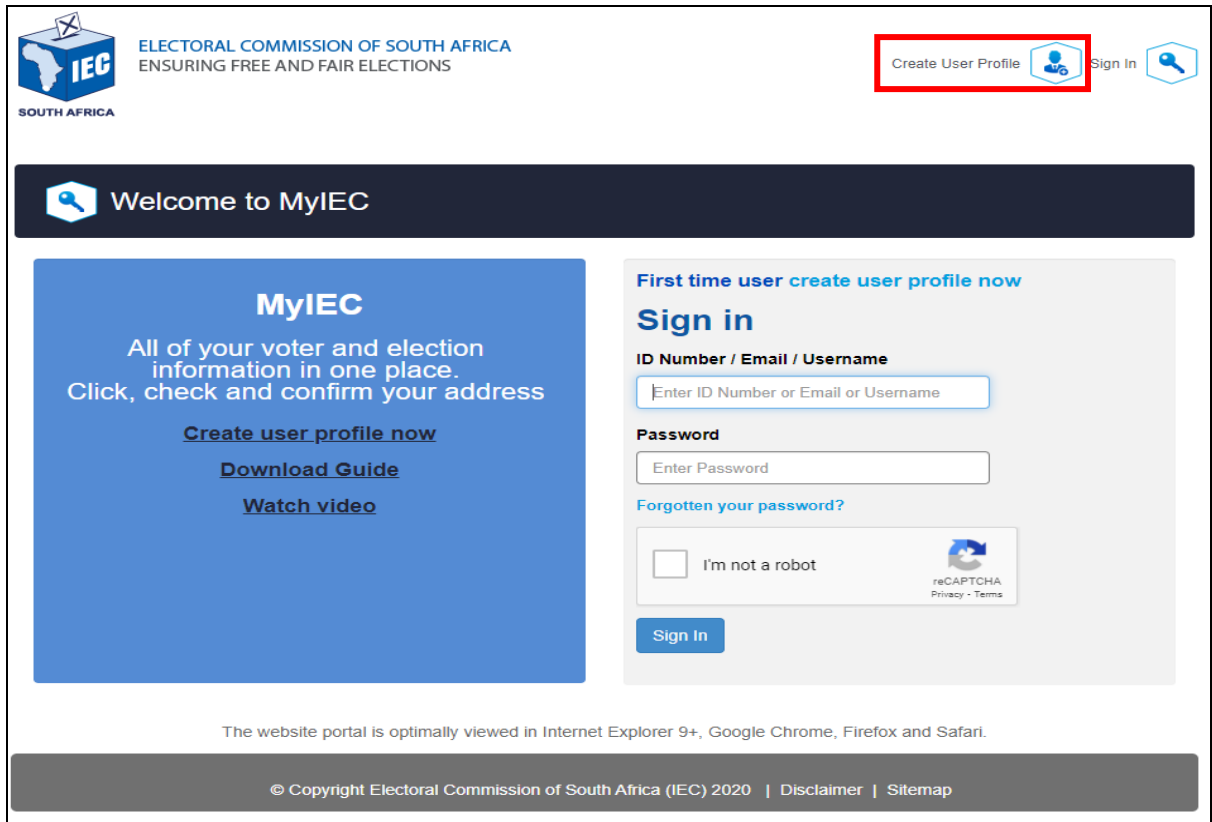


Figure 4: MyIEC Jobs Page

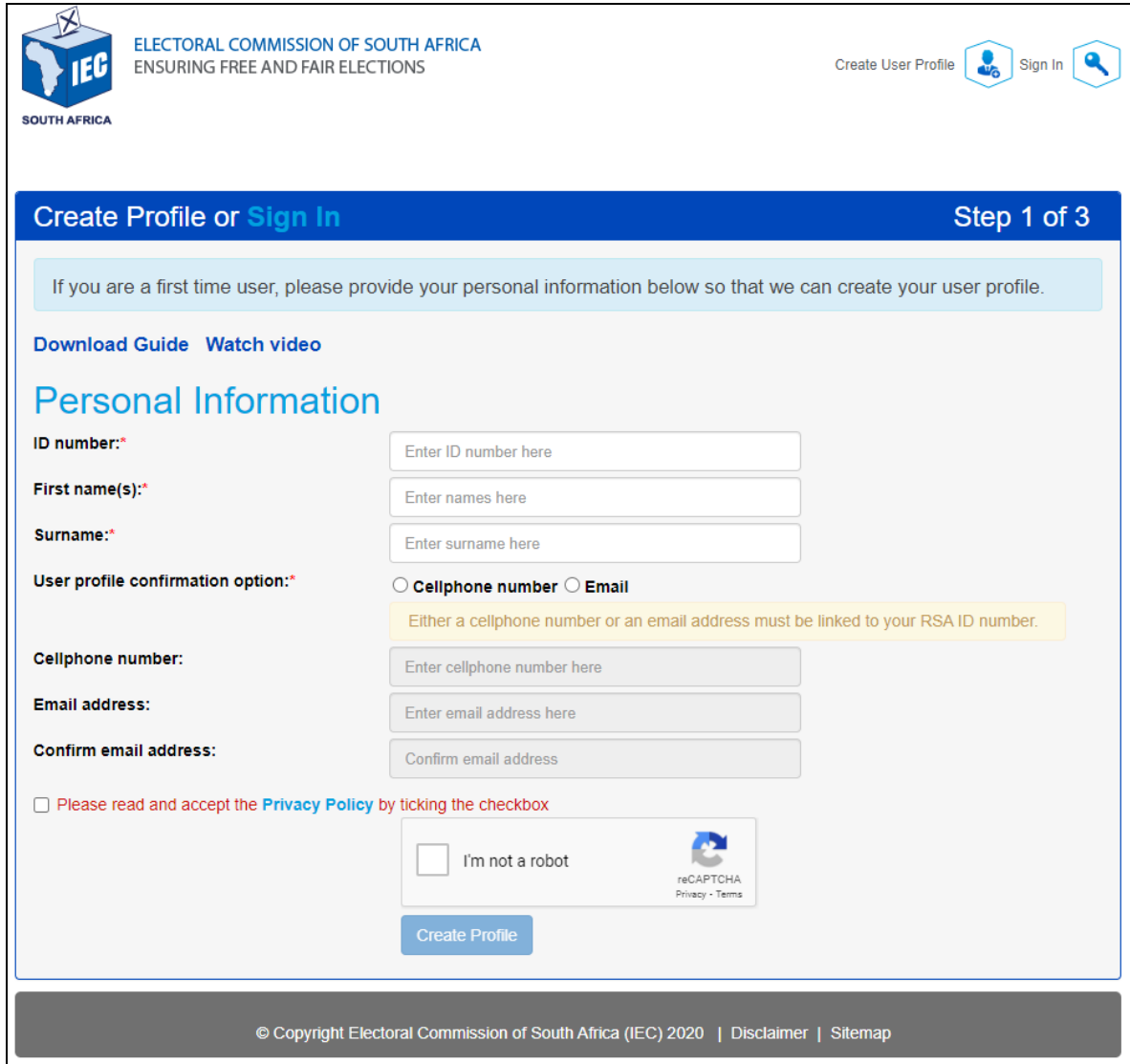
2.5 Select **'Create User Profile'**, on the top right side of the page for first time users.






The screenshot shows the MyIEC website interface. At the top left is the IEC South Africa logo. The header text reads "ELECTORAL COMMISSION OF SOUTH AFRICA" and "ENSURING FREE AND FAIR ELECTIONS". On the top right, the "Create User Profile" button is highlighted with a red rectangle, next to a "Sign In" button. Below the header is a dark blue banner with the text "Welcome to MyIEC". The main content area is divided into two sections. The left section, titled "MyIEC", contains the text "All of your voter and election information in one place. Click, check and confirm your address" and three links: "Create user profile now", "Download Guide", and "Watch video". The right section, titled "First time user create user profile now", contains a "Sign in" heading and a form with fields for "ID Number / Email / Username" and "Password", a "Forgot your password?" link, a reCAPTCHA "I'm not a robot" checkbox, and a "Sign In" button. At the bottom, a footer note states "The website portal is optimally viewed in Internet Explorer 9+, Google Chrome, Firefox and Safari." and a copyright notice reads "© Copyright Electoral Commission of South Africa (IEC) 2020 | Disclaimer | Sitemap".

**Figure 5: Create User Profile Page**

- 2.6 Enter your details in the Create Profile page, click the **Privacy Policy** checkbox to accept the Privacy Policy and click on **reCAPTCHA** checkbox to identify yourself as a human not a robot and then click on the '**Create Profile**' button.



 ELECTORAL COMMISSION OF SOUTH AFRICA  
ENSURING FREE AND FAIR ELECTIONS

Create User Profile  Sign In 

## Create Profile or Sign In Step 1 of 3

If you are a first time user, please provide your personal information below so that we can create your user profile.

[Download Guide](#) [Watch video](#)

### Personal Information

ID number:\*

First name(s):\*

Surname:\*

User profile confirmation option:\* ☐ Cellphone number ☐ Email


Either a cellphone number or an email address must be linked to your RSA ID number.

Cellphone number:

Email address:

Confirm email address:

☐ Please read and accept the [Privacy Policy](#) by ticking the checkbox

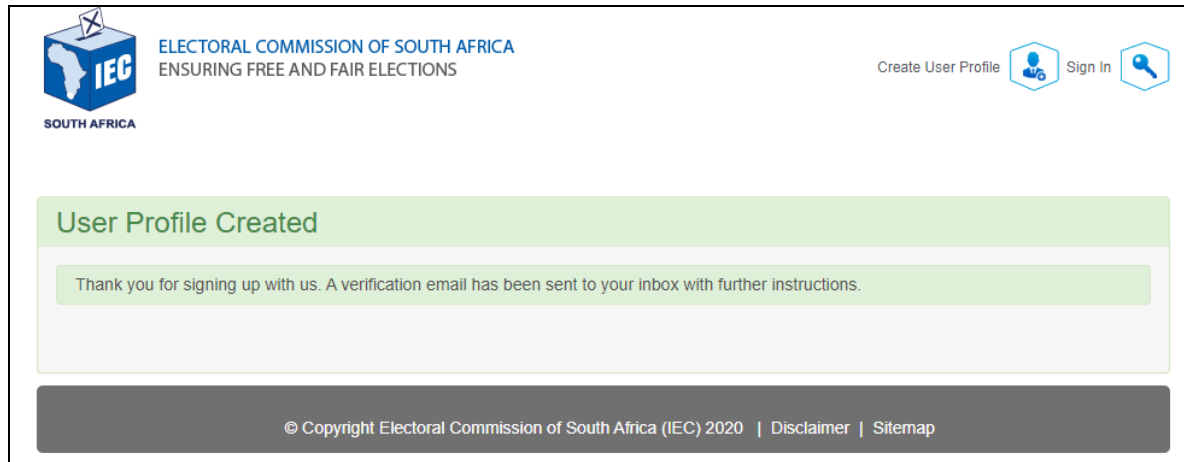
☐ I'm not a robot   
reCAPTCHA  
[Privacy](#) [Terms](#)

[Create Profile](#)

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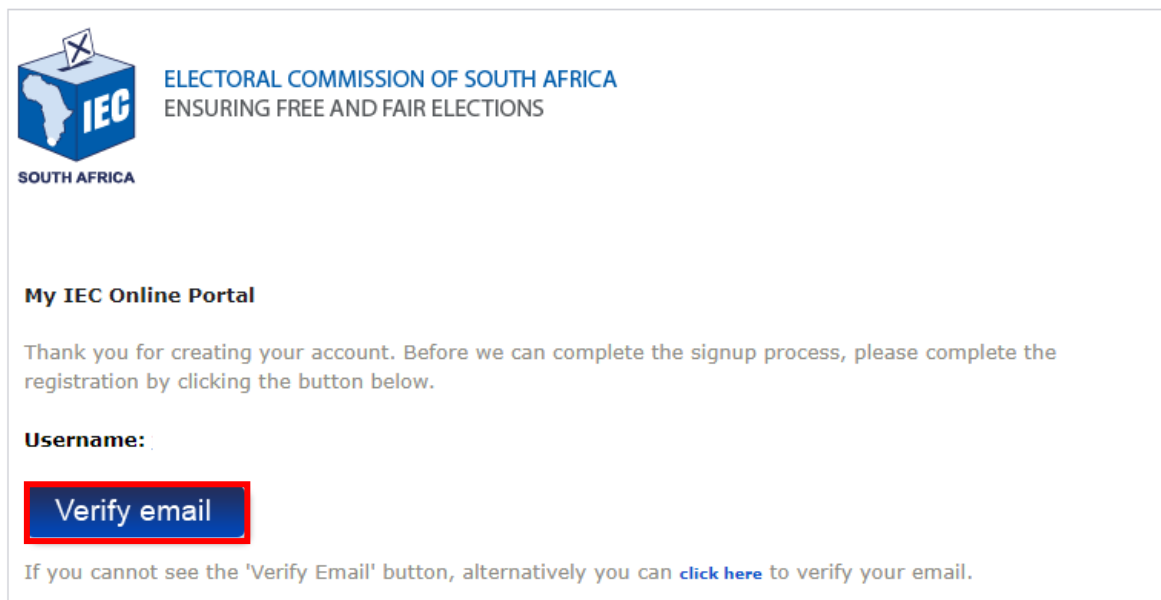
Figure 6: Create Profile Page

- 2.7 You will then receive a notification indicating that your profile has been created and that a verification email has been sent to your email address.



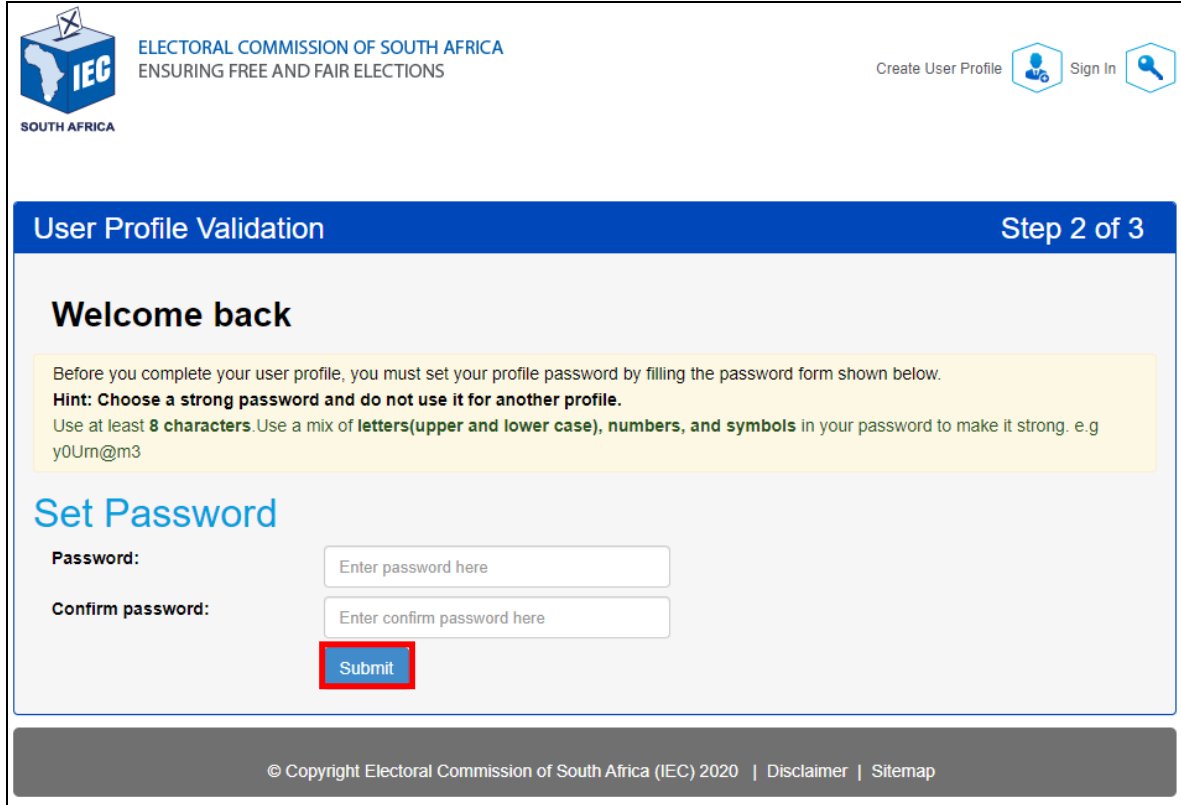
**Figure 7: User Profile Page**

- 2.8 Go to the message in your email inbox and click on the verification link. You will be asked to enter your identity number or username or, if you selected one. After entering this information in the block provided, click on the **'Verify email'** button.





**Figure 8: Verification Email Page**

- 2.9 You will then be asked to set a password and confirm the password. Enter your password, confirm it, and click on the **'Submit'** button.



The screenshot shows the 'Set Password' page of the Electoral Commission of South Africa (IEC) website. The page is titled 'User Profile Validation' and is 'Step 2 of 3'. It features a 'Welcome back' message and a yellow box with instructions: 'Before you complete your user profile, you must set your profile password by filling the password form shown below. Hint: Choose a strong password and do not use it for another profile. Use at least 8 characters. Use a mix of letters (upper and lower case), numbers, and symbols in your password to make it strong. e.g yOUrm@m3'. Below this, there are two input fields: 'Password:' and 'Confirm password:'. The 'Submit' button is highlighted with a red border. The footer contains the copyright notice: '© Copyright Electoral Commission of South Africa (IEC) 2020 | Disclaimer | Sitemap'.

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Create User Profile  Sign In 

## User Profile Validation

### Step 2 of 3

### Welcome back

Before you complete your user profile, you must set your profile password by filling the password form shown below.  
**Hint: Choose a strong password and do not use it for another profile.**  
Use at least **8 characters**. Use a mix of **letters (upper and lower case)**, **numbers**, and **symbols** in your password to make it strong. e.g yOUrm@m3

### Set Password

**Password:**

**Confirm password:**

**Submit**

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**Figure 9: Set Password Page**



- 2.10 The Create Profile screen will allow you to add a mobile number (which will also be verified), select a username (optional), and to add a security question in the event that you need help recovering your lost or forgotten password. Once you've entered this information, click on the 'Complete Profile' button.

Complete Profile

Step 3 of 3

Almost there...a few more things we need from you. This information will help you recover your lost/forgotten password.

## Personal Information

RSA ID number:

Name(s):\*

Surname:\*

Cellphone number: *Not Provided* [Add cellphone number](#)

Primary email address: *fannotestdev@gmail.com*

Alternative email address: *Not Provided* [Add new email](#)

Username:

## Security Question Reminder

**Hint:** any security question and identity information should ideally have the following characteristics: **Memorable** (easy for YOU to remember), **Consistent** (never changes), and **Safe** (not easily guessed by general public)

Question:\*

Answer:\*

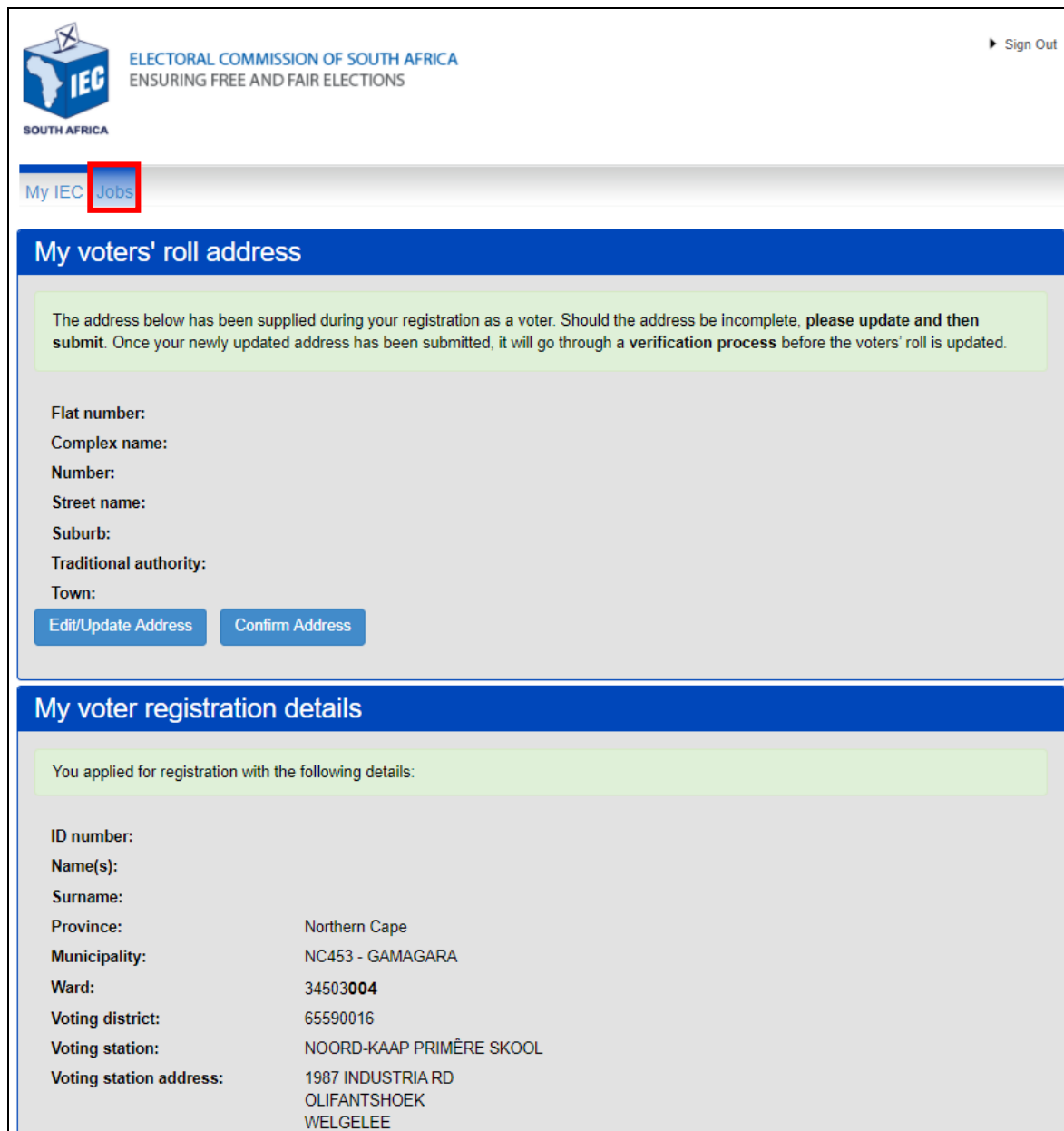
Answer hint:\*


[Complete Profile](#)

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Figure 10: Complete Profile Page

- 2.11 Once your account creation is completed, you will view the below screen. Click on the **Jobs** tab.



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Sign Out

My IEC **Jobs**

### My voters' roll address

The address below has been supplied during your registration as a voter. Should the address be incomplete, **please update and then submit**. Once your newly updated address has been submitted, it will go through a **verification process** before the voters' roll is updated.

Flat number:  
Complex name:  
Number:  
Street name:  
Suburb:  
Traditional authority:  
Town:

[Edit/Update Address](#) [Confirm Address](#)

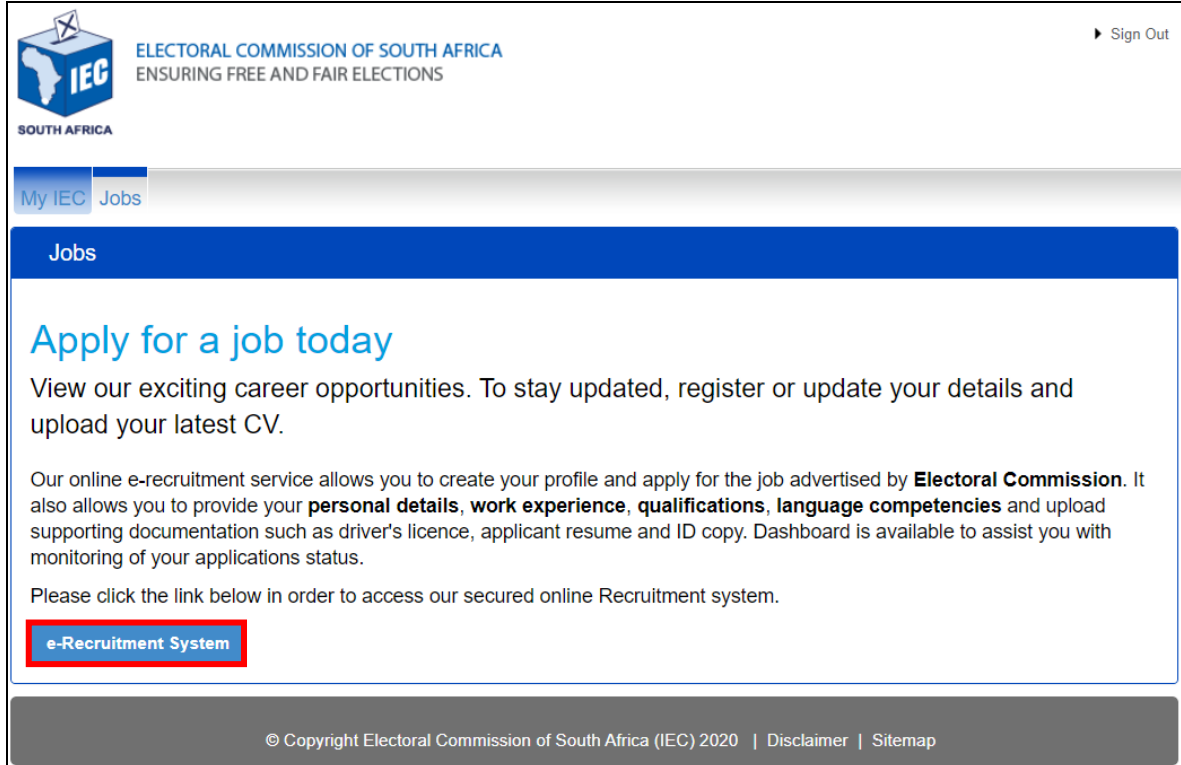
### My voter registration details

You applied for registration with the following details:

ID number:	
Name(s):	
Surname:	
Province:	Northern Cape
Municipality:	NC453 - GAMAGARA
Ward:	34503004
Voting district:	65590016
Voting station:	NOORD-KAAP PRIMÈRE SKOOL
Voting station address:	1987 INDUSTRIA RD OLIFANTSHOEK WELGELEE

**Figure 11: Registration Details Page**

- 2.12 You will be re-directed to the below Jobs page. Click on the '**e-Recruitment System**' button to access our secured e-Recruitment System.



**ELECTORAL COMMISSION OF SOUTH AFRICA**  
ENSURING FREE AND FAIR ELECTIONS

Sign Out

My IEC Jobs

Jobs

## Apply for a job today

View our exciting career opportunities. To stay updated, register or update your details and upload your latest CV.

Our online e-recruitment service allows you to create your profile and apply for the job advertised by **Electoral Commission**. It also allows you to provide your **personal details, work experience, qualifications, language competencies** and upload supporting documentation such as driver's licence, applicant resume and ID copy. Dashboard is available to assist you with monitoring of your applications status.

Please click the link below in order to access our secured online Recruitment system.

**e-Recruitment System**

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**Figure 12: Jobs Page**

## 3 How to Login using Existing Credentials

To apply for a vacancy at the Electoral Commission e-Recruitment portal, you must first Create User Profile. If you already have a “MyIEC User Profile” use your login details to Sign In.

3.1 Go to <https://www.elections.org.za/pw/>

3.2 Click on ‘About the IEC’ menu and click on the ‘Jobs’ link.

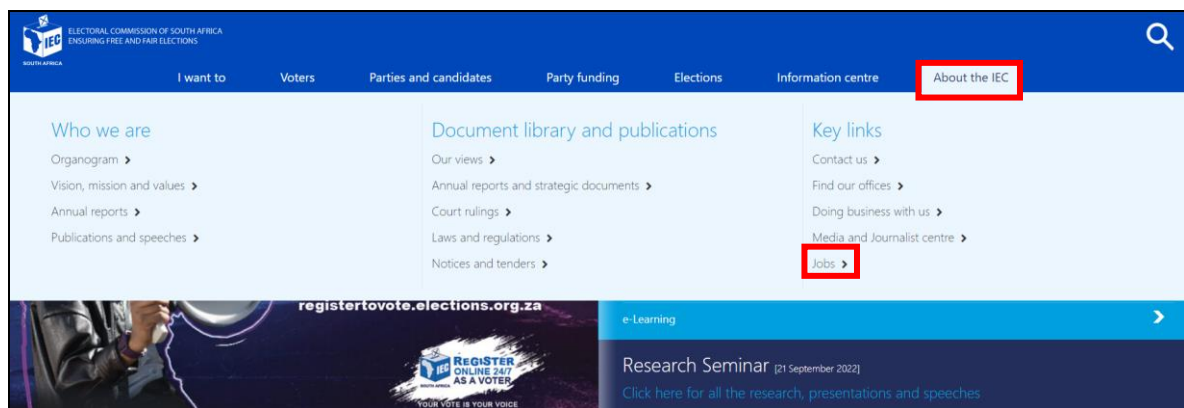


Figure 23: Elections Home Page

3.3 Click on the e-Recruitment ‘Get Started’ button to be re-directed to the MYIEC portal where you will be able to sign in.

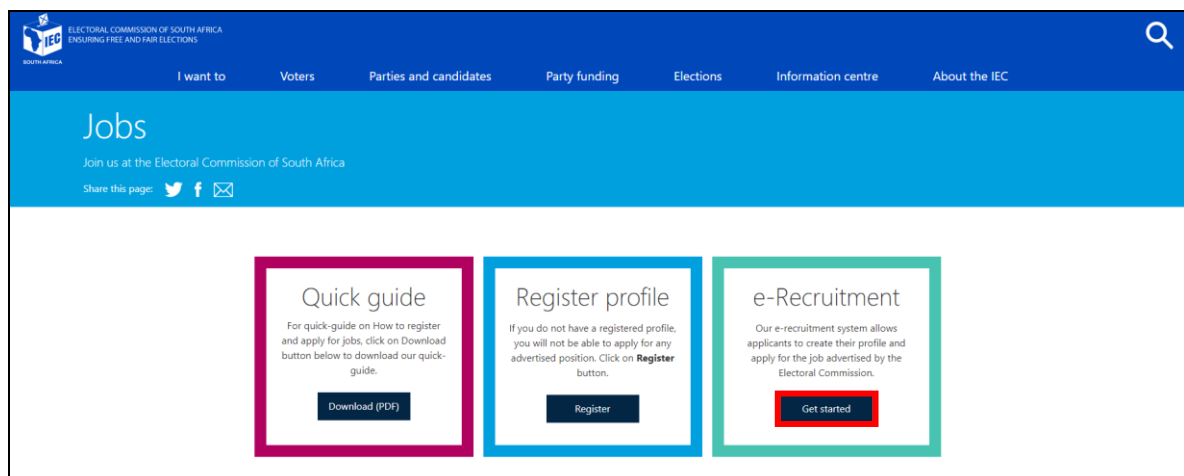
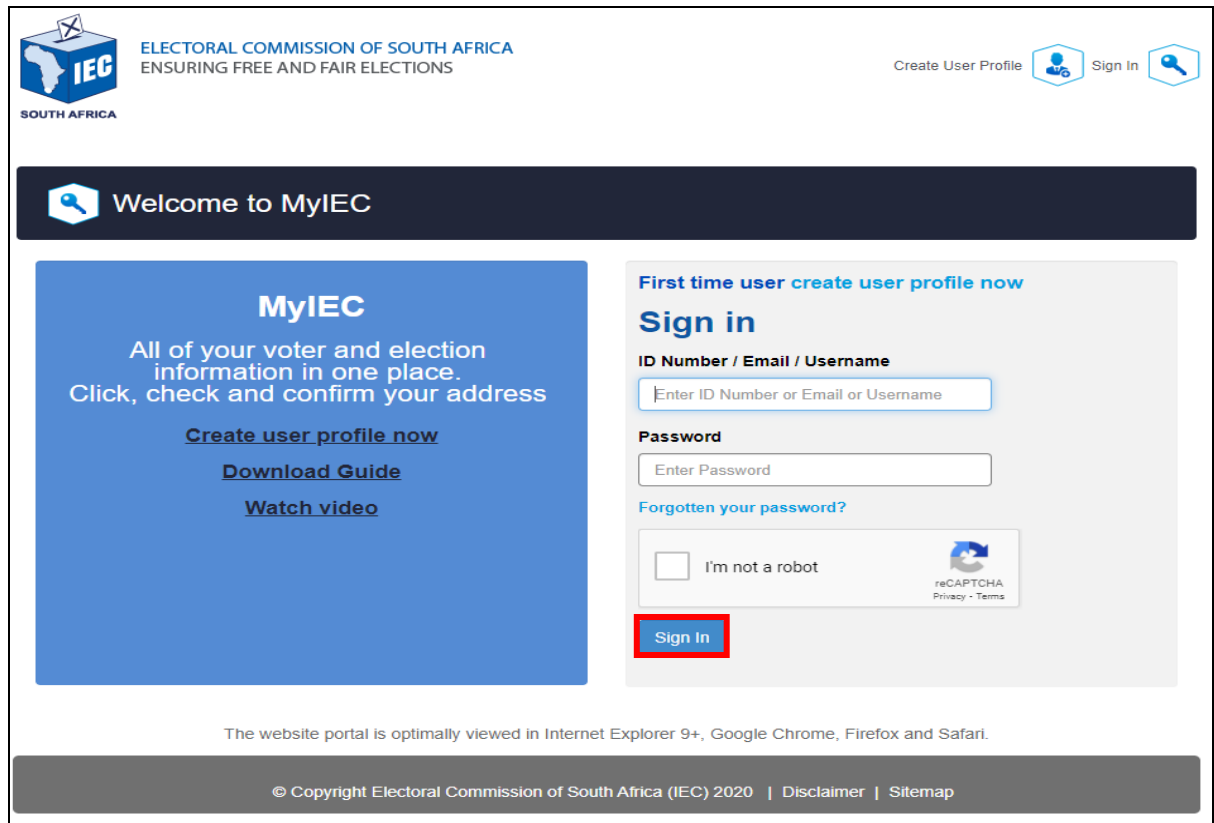


Figure 14: MyIEC Jobs Page

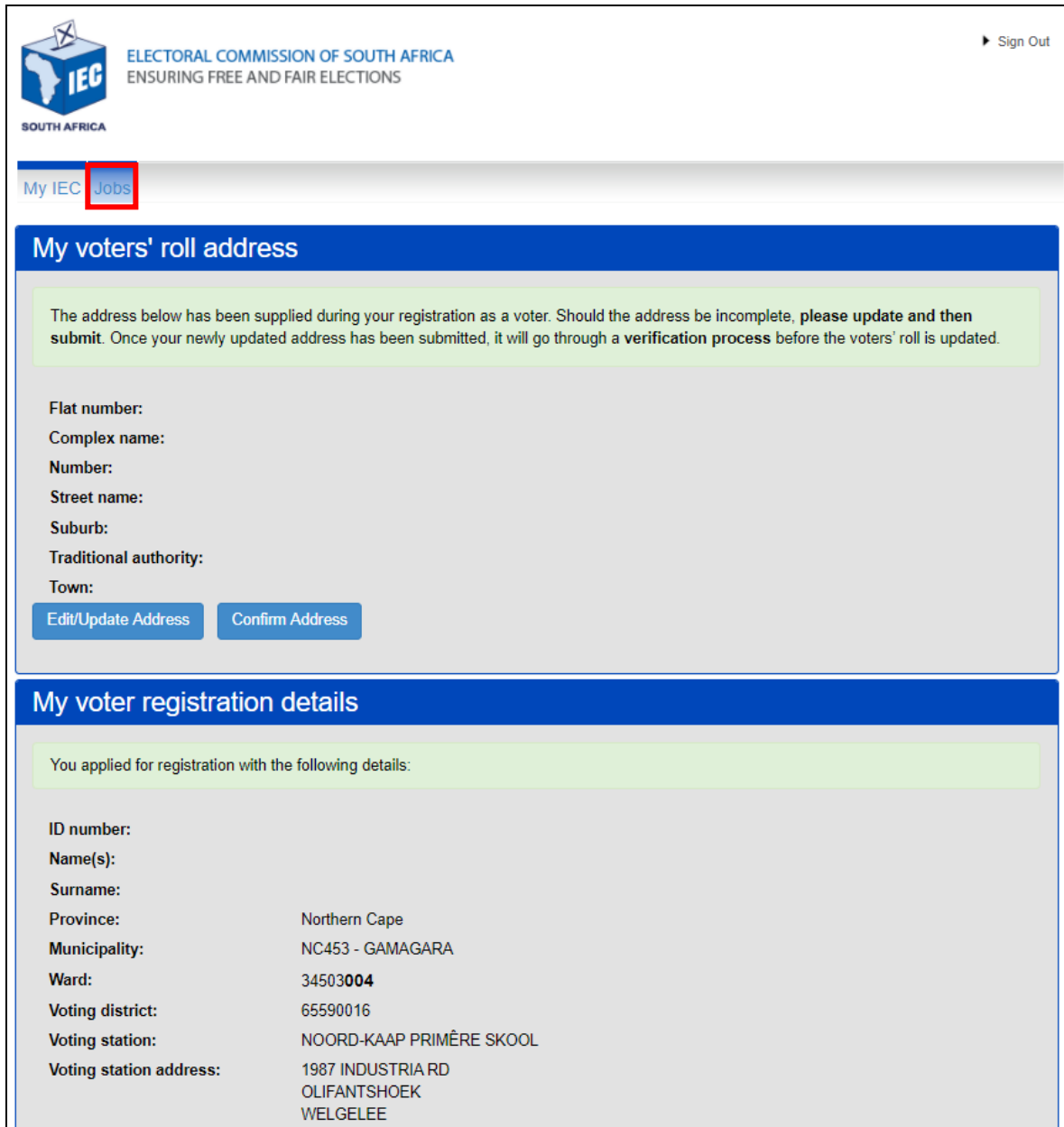
- 3.4 If you already have login credentials you can sign in by entering your **ID Number/ Email** or **Username** and inserting your password, select the **reCAPTCHA** checkbox and then click on the **'Sign In'** button.



The screenshot shows the MyIEC Sign In Page. At the top left is the IEC South Africa logo. To its right is the text "ELECTORAL COMMISSION OF SOUTH AFRICA" and "ENSURING FREE AND FAIR ELECTIONS". On the top right are links for "Create User Profile" and "Sign In". A dark blue banner below the header says "Welcome to MyIEC". The main content area is split into two columns. The left column has a blue background and contains the text "MyIEC", "All of your voter and election information in one place. Click, check and confirm your address", and three links: "Create user profile now", "Download Guide", and "Watch video". The right column has a light grey background and contains the text "First time user create user profile now", "Sign in", and "ID Number / Email / Username". Below this is a text input field with the placeholder "Enter ID Number or Email or Username". Underneath is a "Password" section with a text input field and the placeholder "Enter Password". Below the password field is a link "Forgotten your password?". There is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom of the right column is a red "Sign In" button. At the bottom of the page, there is a footer with the text "The website portal is optimally viewed in Internet Explorer 9+, Google Chrome, Firefox and Safari." and a copyright notice "© Copyright Electoral Commission of South Africa (IEC) 2020 | Disclaimer | Sitemap".

Figure 15: MyIEC Sign In Page

3.5 You will be re-directed to the following page, click on the **'Jobs'** tab.

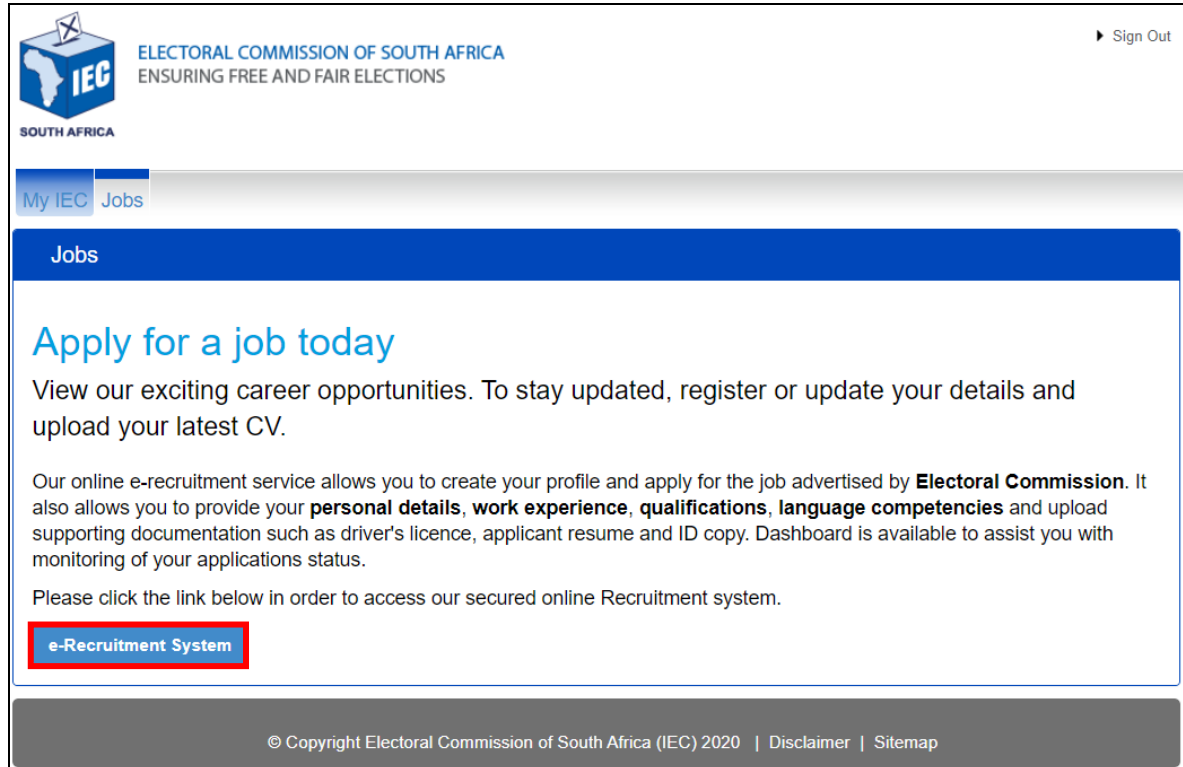


The screenshot shows the 'My IEC Jobs' page. At the top, there is a navigation bar with 'My IEC' and 'Jobs' tabs. The 'Jobs' tab is highlighted. Below the navigation bar, there is a section titled 'My voters' roll address'. This section contains a message about updating the address and a form with fields for Flat number, Complex name, Number, Street name, Suburb, Traditional authority, and Town. There are two buttons: 'Edit/Update Address' and 'Confirm Address'. Below this is a section titled 'My voter registration details'. This section contains a message about the registration details and a table with the following information:

You applied for registration with the following details:	
ID number:	
Name(s):	
Surname:	
Province:	Northern Cape
Municipality:	NC453 - GAMAGARA
Ward:	34503004
Voting district:	65590016
Voting station:	NOORD-KAAP PRIMÈRE SKOOL
Voting station address:	1987 INDUSTRIAL RD OLIFANTSHOEK WELGELEE

Figure 16: MyIEC Information Page

- 3.6 You will be re-directed to the below 'Jobs' page. Click on the '**e-Recruitment System**' button to access our secured e-Recruitment System.



**Figure 17: Jobs Page**

## 4 How to Build Personal Profile

4.1 The user will be re-directed to the e-Recruitment Home page.

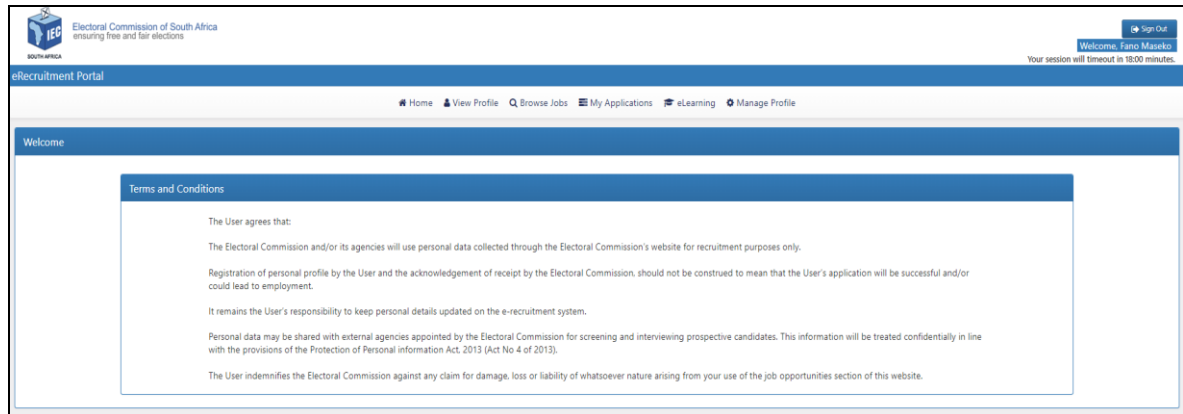


Figure 18: Accept Terms and Conditions Page

4.2 Now you will be able to Build Personal Profile. Click on the 'View Profile' tab to build your profile.

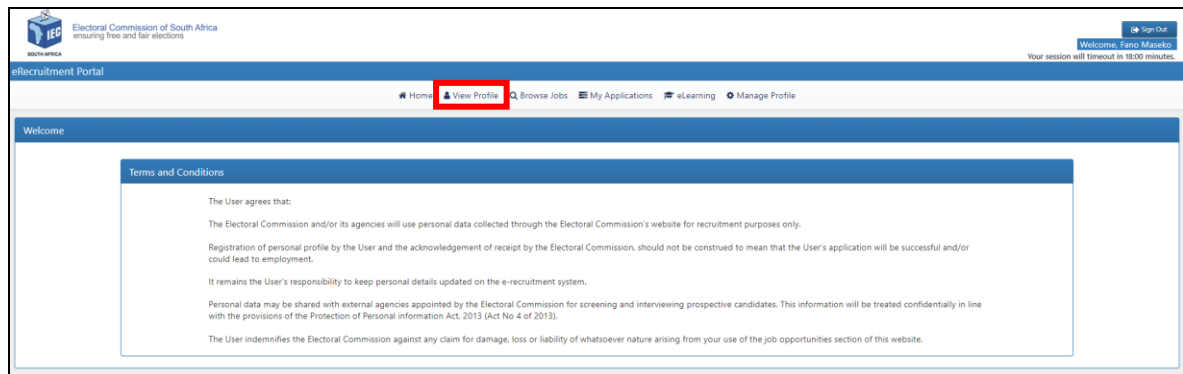
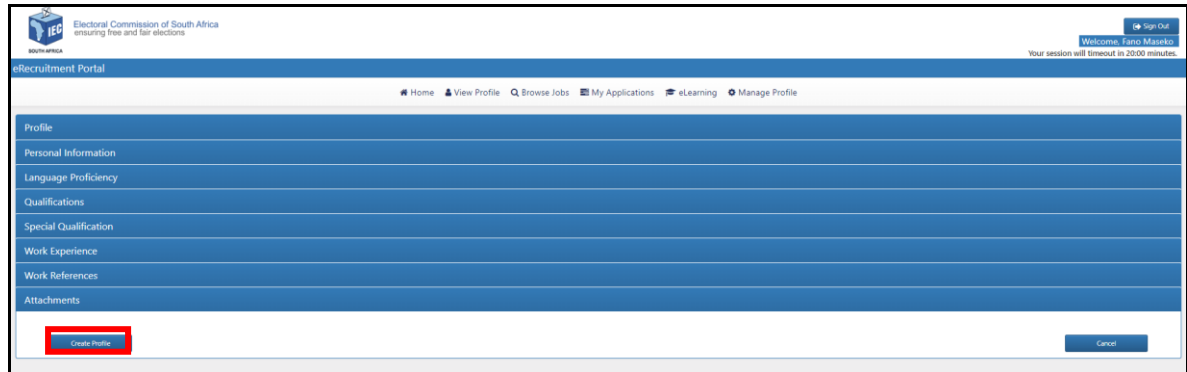


Figure 19: View Profile page

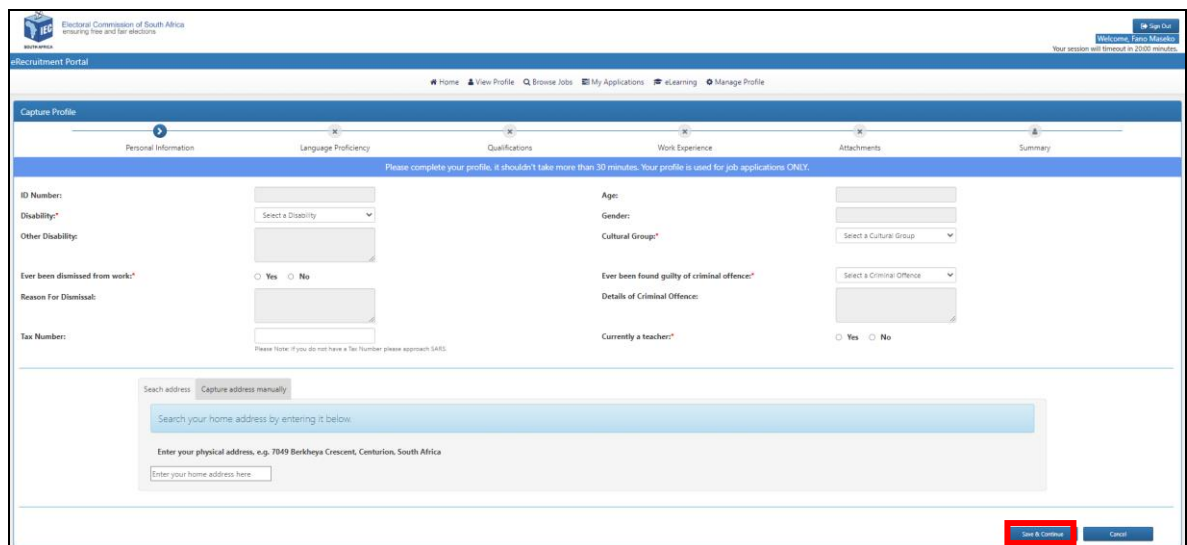


4.3 Click on 'Create Profile' button to build your personal profile.



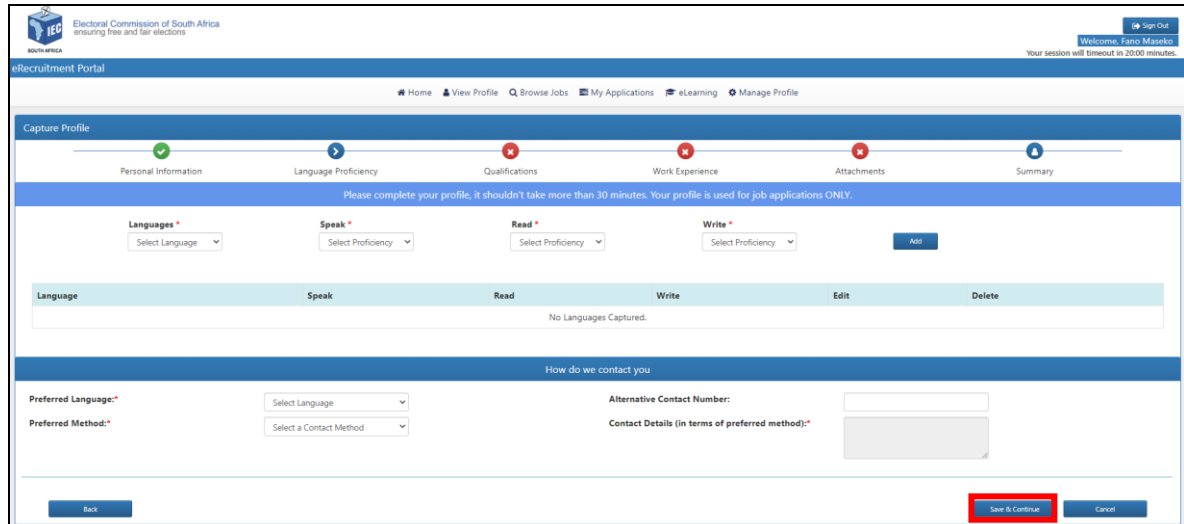
**Figure 20: Create Profile Page**

4.4 Enter your personal information and click on 'Save & Continue' button and the user will be redirected to the Language Proficiency page. The user will be re-directed to e-recruitment Home Page by clicking 'Cancel' button.



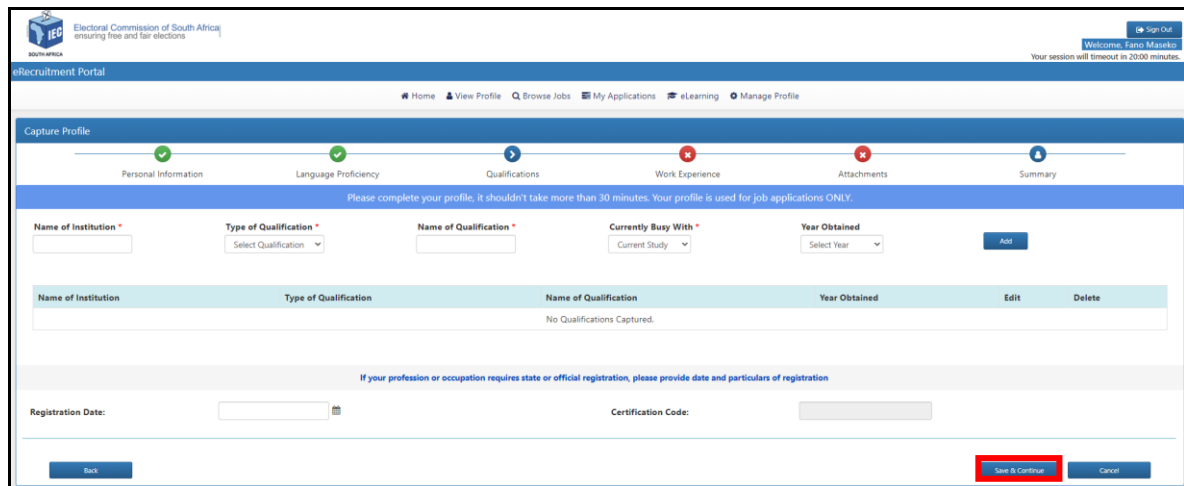
**Figure 21: Personal Information Page**

- 4.5 Enter your language proficiency and click on 'Save & Continue' button and the user will be redirected to the Qualifications tab. The user will be re-directed to Personal Information tab by clicking 'Back' button.



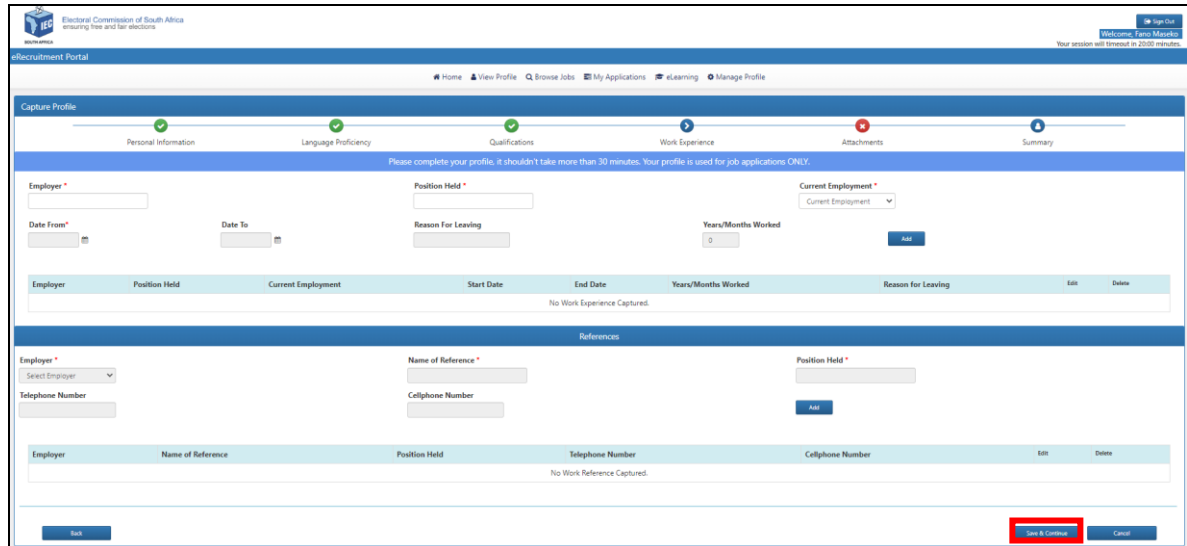
**Figure 22: Language Proficiency Page**

- 4.6 Enter your Qualifications details and click on 'Save & Continue' button and the user will be redirected to the Work Experience tab. The user will be re-directed to the Qualifications tab by clicking 'Back' button.



**Figure 23: Qualifications Page**

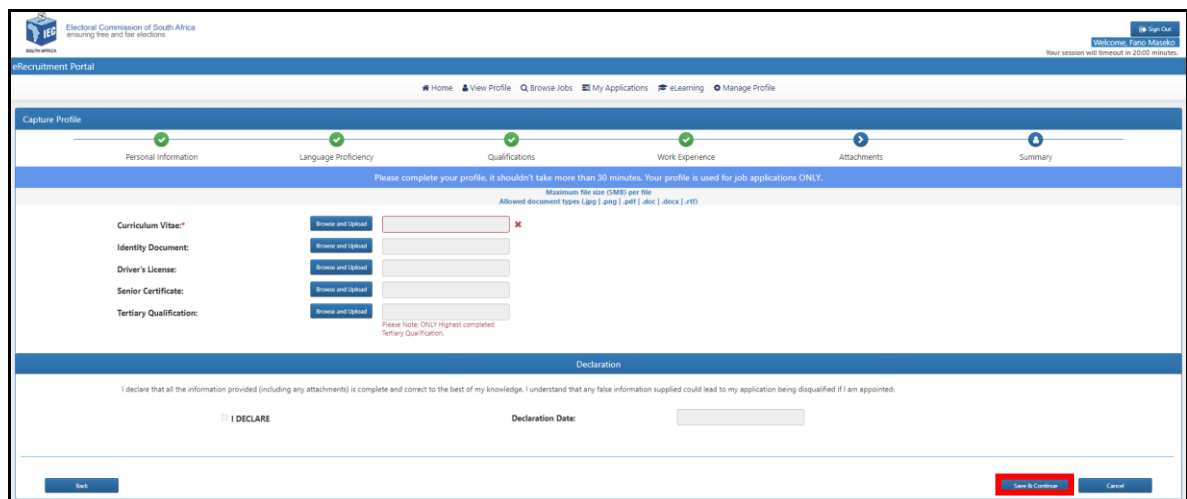
- 4.7 Enter your Work Experience details and click on 'Save & Continue' button and the user will be redirected to the Attachments tab. The user will be re-directed to Work Experience tab by clicking 'Back' button.



**Figure 24: Work Experience Page**

- 4.8 On the Attachments screen, you will have to upload all the relevant documents that are required. Make sure the declaration checkbox has been ticked for declaration, then click on the 'Save & Continue' button. The user will be redirected to the Work Experience tab by clicking the Back button.

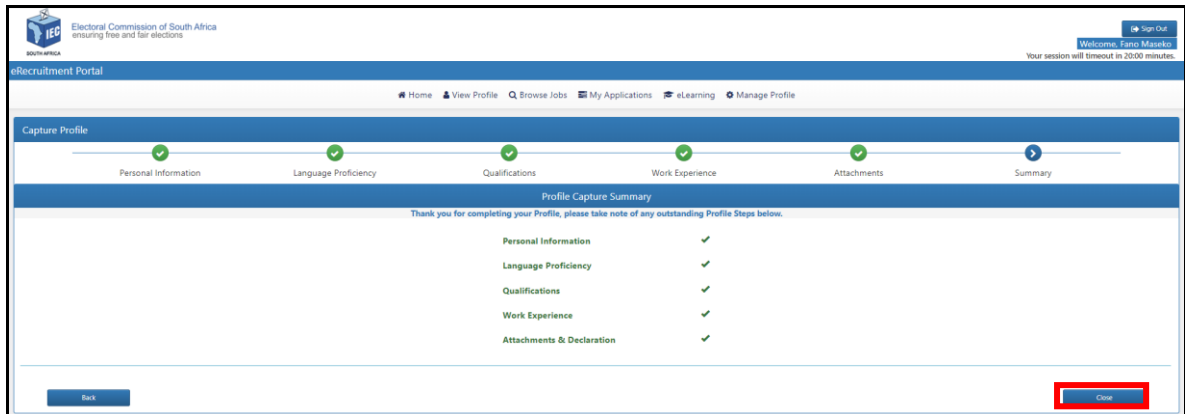
**Please Note:** The maximum file size to upload is 5MB and the accepted document types are (.jpg); (.png) (.gif) (.doc) (.docs) and (.rtf)



**Figure 25: Attachments Page**

4.9 The Summary screen will display whether all tabs were completed successfully or not.

- If the information was captured successfully, all the tabs will contain a green tick.
- If the information was not captured successfully, the tabs will be highlighted with RED cross and the user will then have to click Back button or click on the tabs that are incomplete and re-capture the missing information.
- Once all the information is captured successfully the user can click on the 'Close' button and the user will be redirected to the e-Recruitment Home page.



The screenshot shows the 'e-Recruitment Portal' interface. At the top, there's a navigation bar with links: Home, View Profile, Browse Jobs, My Applications, eLearning, and Manage Profile. Below this is a 'Capture Profile' section with a progress bar showing six steps: Personal Information, Language Proficiency, Qualifications, Work Experience, Attachments, and Summary. Each step has a green checkmark, indicating successful completion. The 'Summary' step is currently active, indicated by a blue circle with a right arrow. Below the progress bar is a 'Profile Capture Summary' table. The table lists the completed steps and their status (all marked with green checkmarks). At the bottom of the page, there are two buttons: 'Back' and 'Close'. The 'Close' button is highlighted with a red rectangle.

Profile Capture Summary	
Thank you for completing your Profile, please take note of any outstanding Profile Steps below.	
Personal Information	✓
Language Proficiency	✓
Qualifications	✓
Work Experience	✓
Attachments & Declaration	✓

**Figure 26: Summary Page**

## 5 How to Browse Jobs

- 5.1 After the user saved the profile, the system will direct you to the Home Page. Click on the 'Browse Jobs' tab to browse for any available vacancies.

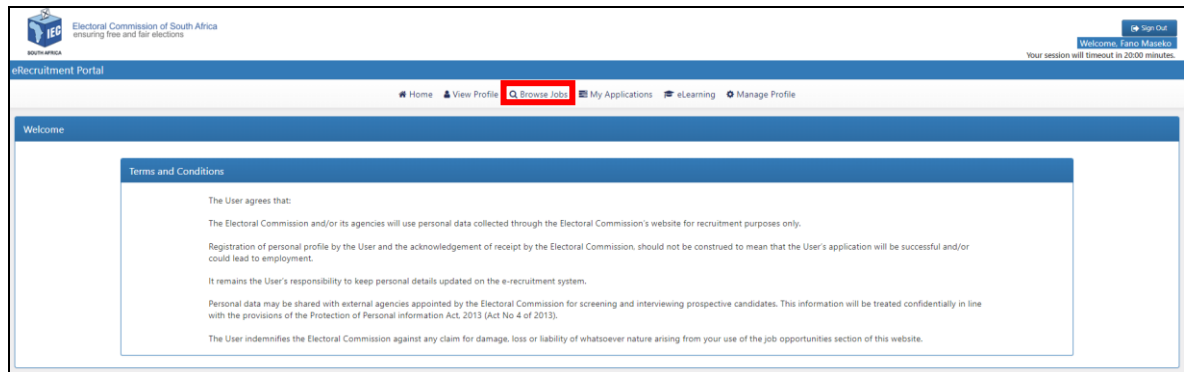


Figure 27: Browse Jobs Page

- 5.2 You can search for a specific vacancy by 'Job Title', 'Regional Office', 'Province' or 'Municipality'. Once your search returns the results, you can click on the 'View' button to get the full details of the job and the questionnaires.

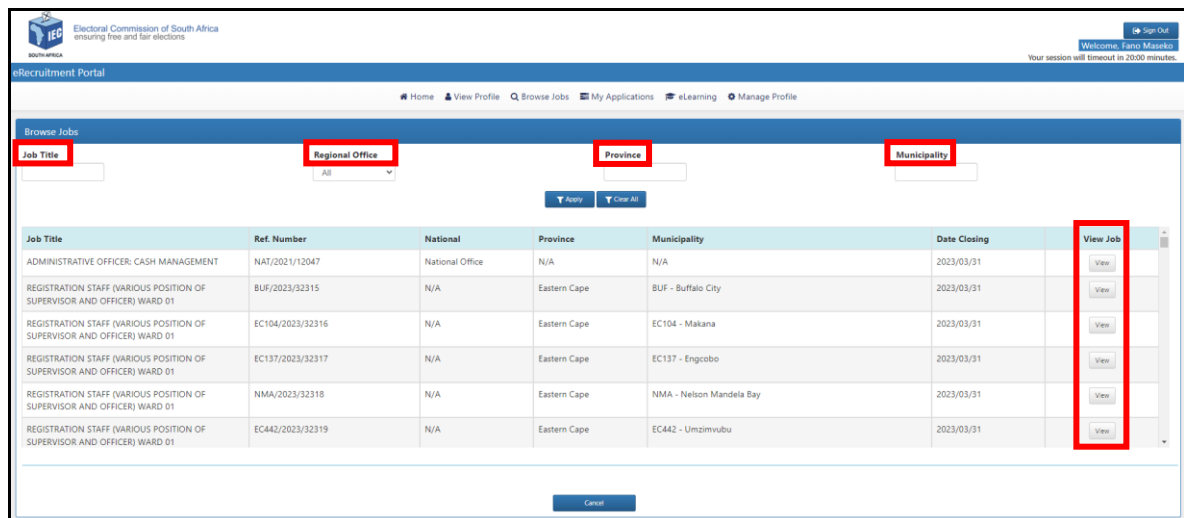
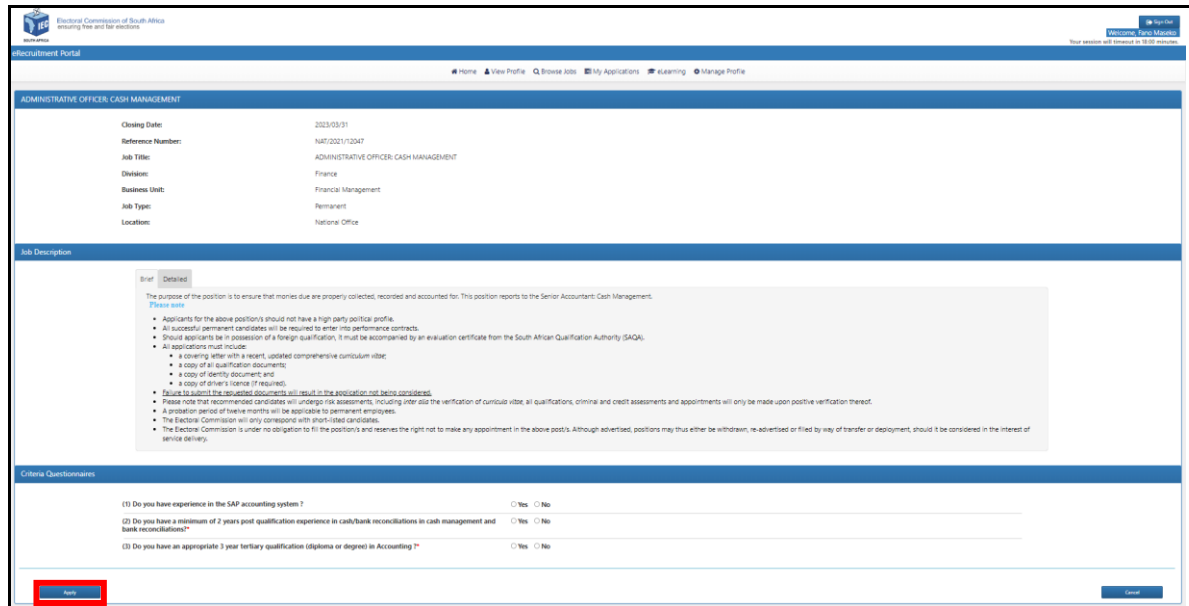


Figure 28: Browse Jobs Landing Page

- 5.3 The brief details of the Job will be displayed along with the questionnaires; however, you can also view the detailed job specification of the job by clicking on the 'Detailed' tab.



**ADMINISTRATIVE OFFICER: CASH MANAGEMENT**

Closing Date: 2023/03/31  
Reference Number: NUT/2021/12047  
Job Title: ADMINISTRATIVE OFFICER: CASH MANAGEMENT  
Division: Finance  
Business Unit: Financial Management  
Job Type: Permanent  
Location: National Office

**Job Description**

**Brief** | **Detailed**

The purpose of the position is to ensure that monies due are properly collected, recorded and accounted for. This position reports to the Senior Accountant: Cash Management.

**PLEASE NOTE:**

- Applicants for the above position should not have a high party political profile.
- All successful permanent candidates will be required to enter into performance contracts.
- Should applicants be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
- All applications must include:
  - A covering letter with a recent, updated, comprehensive curriculum vitae;
  - A copy of all qualification documents;
  - A copy of identity document and;
  - A copy of driver's license (if required).
- Failure to submit the requested documents will result in the application not being considered.
- Please note that recommended candidates will undergo risk assessments, including credit and criminal record verification, prior to the verification of curriculum vitae, all qualifications, criminal and credit assessments and appointments will only be made upon positive verification thereof.
- A probation period of twelve months will be applicable to permanent employees.
- The Electoral Commission will only correspond with short-listed candidates.
- The Electoral Commission is under no obligation to fill the position's and reserves the right not to make any appointment in the above post's. Although advertised, positions may thus either be withdrawn, re-advertised or filled by way of transfer or deployment, should it be considered in the interest of service delivery.

**Criteria Questionnaires**

(1) Do you have experience in the SAP accounting system? ☐ Yes ☐ No

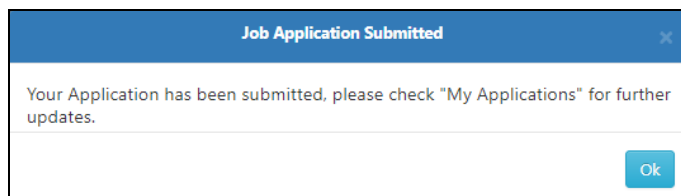
(2) Do you have a minimum of 2 years post qualification experience in cash/bank reconciliations in cash management and bank reconciliations? ☐ Yes ☐ No

(3) Do you have an appropriate 3 year tertiary qualification (diploma or degree) in Accounting? ☐ Yes ☐ No

**Apply** **Cancel**

**Figure 29: Job Description Page**

- 5.4 The user can apply for the selected position by clicking on 'Apply' button and the following message will be displayed, alerting you that your application has been submitted.



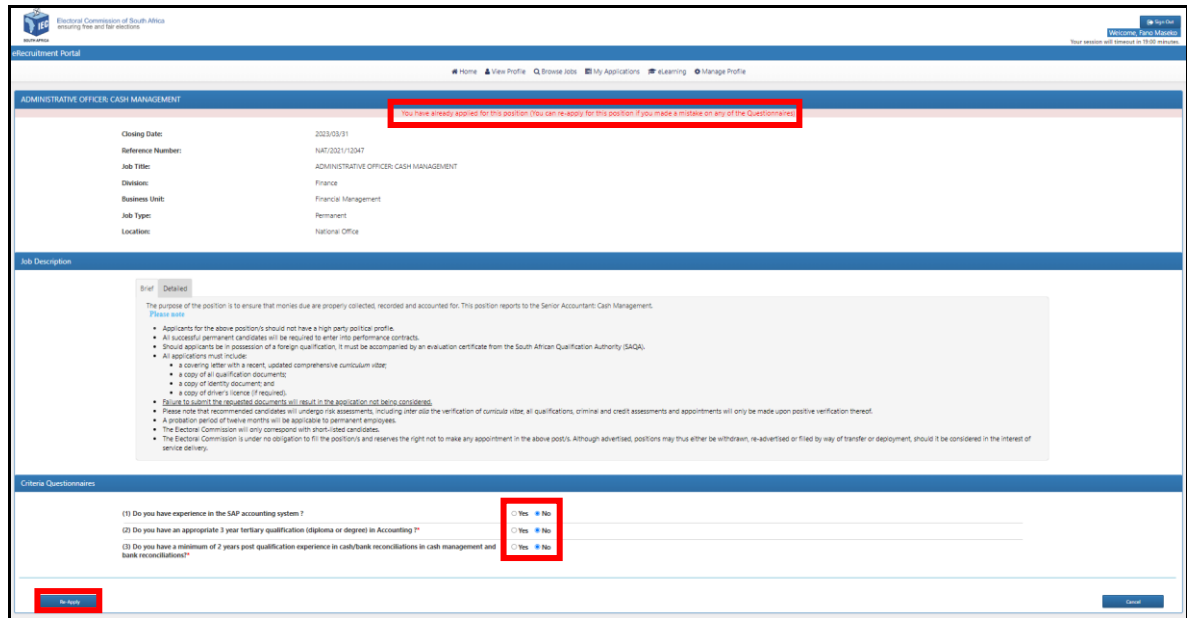
**Job Application Submitted**

Your Application has been submitted, please check "My Applications" for further updates.

**Ok**

**Figure 30: Job Application Submitted**

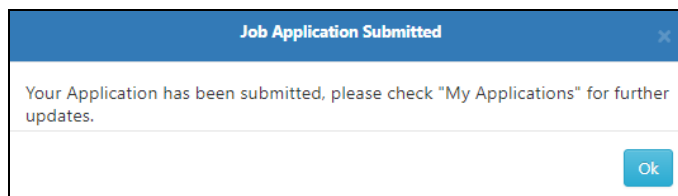
- 5.5 If you update your profile or questionnaires before closing date of the job advertised, you can still re-apply for the job again by clicking on the 'Re-Apply' button.



The screenshot shows the IEC South Africa Recruitment Portal. The main heading is 'ADMINISTRATIVE OFFICER: CASH MANAGEMENT'. Below this, there is a 'Closing Date' of 2023/03/31 and a 'Reference Number' of NAT/2021/12047. The 'Job Title' is 'ADMINISTRATIVE OFFICER: CASH MANAGEMENT', the 'Division' is 'Finance', the 'Business Unit' is 'Finance Management', the 'Job Type' is 'Permanent', and the 'Location' is 'National Office'. A red box highlights the text: 'You have already applied for this position. You can re-apply for this position. You must update a profile on any of the Questionnaires'. Below this is the 'Job Description' section, which includes a 'Brief' and 'Detailed' tab. The 'Detailed' tab is selected, showing the purpose of the position and a list of requirements. A red box highlights the 'Re-Apply' button at the bottom of the page. The 'Criteria Questionnaire' section is also visible, with a red box highlighting the 'Re-Apply' button.

**Figure 31: Re-Apply for Vacancy**

- 5.6 Once you click on the 'Re-Apply' button the following message will be displayed, alerting you that your application has been re-submitted.

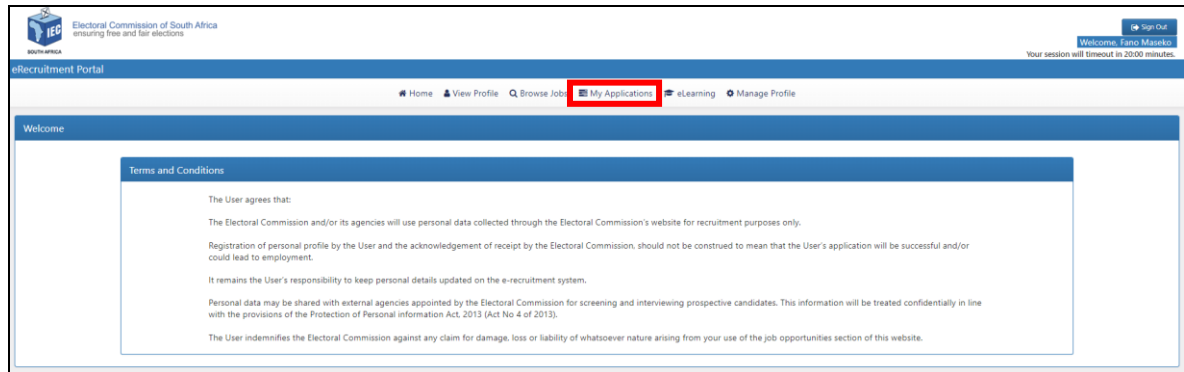


The screenshot shows a blue message box with the title 'Job Application Submitted'. The text inside reads: 'Your Application has been submitted, please check "My Applications" for further updates.' There is an 'Ok' button at the bottom right of the box.

**Figure 32: Re-Apply Job Application Submitted**

## 6 How to View your Applications

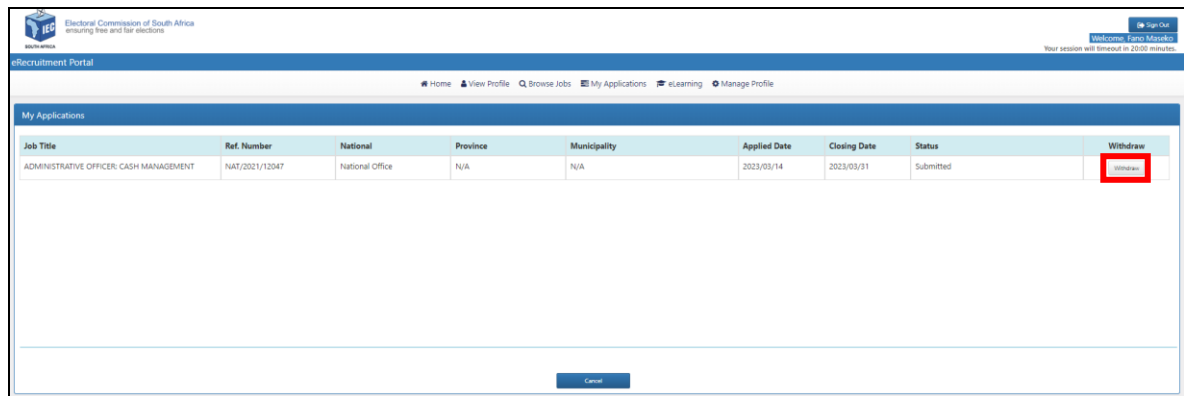
6.1 Click on 'My Applications' menu and you will be re-directed to the 'My Applications Page'.



**Figure 33: Home Page**

6.2 The 'My Applications' page will display all the vacancies that you have applied for.

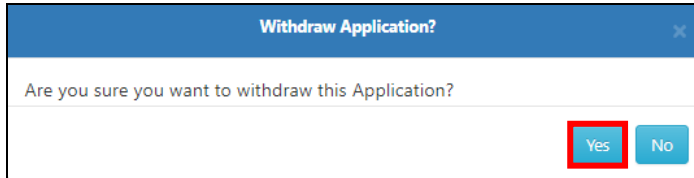
6.3 If you want to withdraw a job application that you applied for previously, you can click on the 'Withdraw' button.



**Figure 34: My Applications Landing Page**



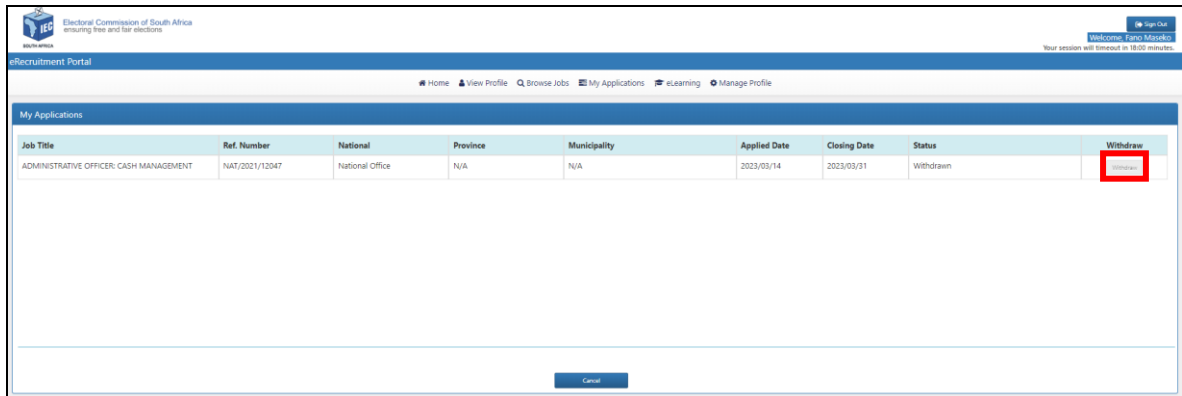
- 6.4 Once you click on the 'Withdraw' button the following message will be displayed, asking you if you are sure you want to withdraw your application.
- 6.5 If you click on the 'Yes' button your job application will be withdrawn and your application will not be processed.



A dialog box titled "Withdraw Application?" with a close button (X) in the top right corner. The main text asks, "Are you sure you want to withdraw this Application?". At the bottom right, there are two buttons: "Yes" (highlighted with a red square) and "No".

**Figure 35: Withdraw Application**

- 6.6 After you successfully withdraw your application, the 'Withdraw' button will be greyed out.



A screenshot of the Electoral Commission of South Africa Recruitment Portal. The page shows a table of applications under the "My Applications" section. The table has columns: Job Title, Ref. Number, National, Province, Municipality, Applied Date, Closing Date, Status, and Withdraw. The first row shows an application for "ADMINISTRATIVE OFFICER, CASH MANAGEMENT" with status "Withdrawn". The "Withdraw" button in this row is highlighted with a red square. The page also includes a navigation bar with links like Home, View Profile, Browse Jobs, My Applications, eLearning, and Manage Profile. A "Cancel" button is visible at the bottom of the table.

Job Title	Ref. Number	National	Province	Municipality	Applied Date	Closing Date	Status	Withdraw
ADMINISTRATIVE OFFICER, CASH MANAGEMENT	NAT/2021/12047	National Office	N/A	N/A	2023/03/14	2023/03/31	Withdrawn	<input type="button" value="Withdraw"/>

**Figure 36: Withdrawn Application**

## 7 How to Access eLearning Profile

### E-Learning Profile

7.1 Click on 'e-Learning' menu and the user will be re-directed to the 'e-Learning' login page.

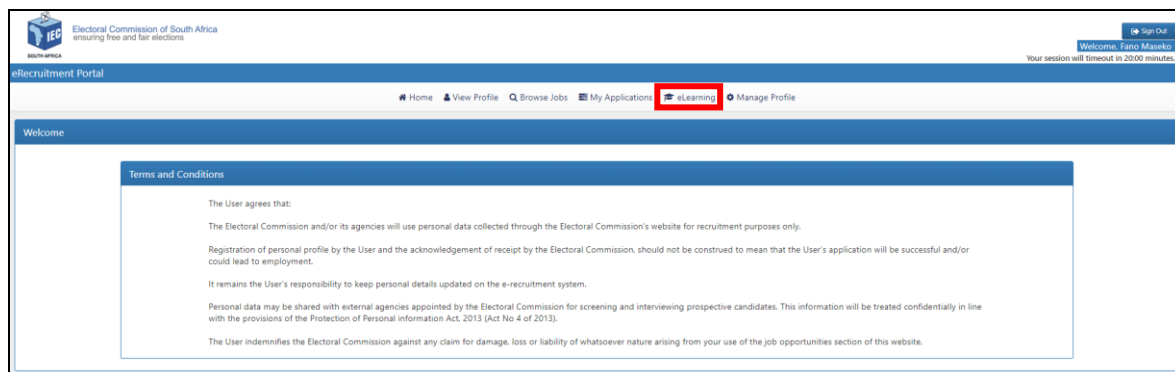


Figure 37: e-Learning Page

7.2 The e-learning log in page will be displayed

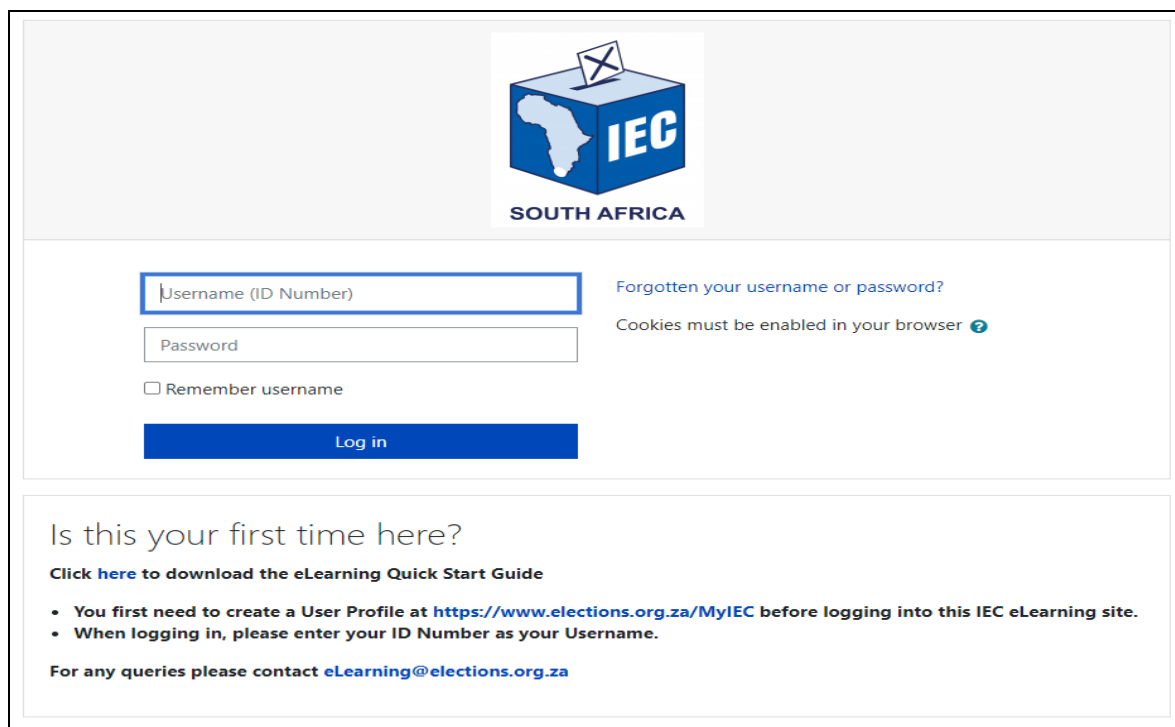


Figure 38: e-Learning login Page

## 8 How to Manage your Profile

### Disable Profile

8.1 Click on 'Manage Profile' menu and the user will be re-directed to the 'Manage Profile' page.

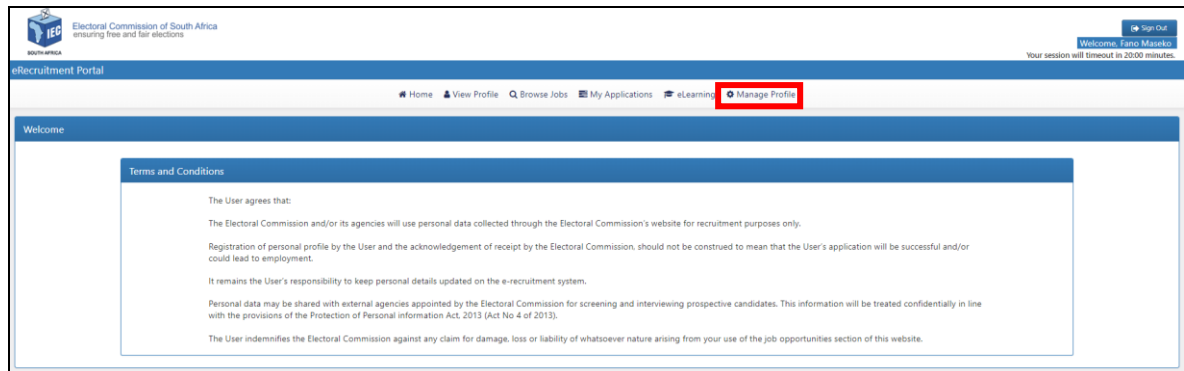


Figure 39: Manage Profile Page

8.2 On the 'Manage Profile' page you can either Disable or Delete your profile.

8.3 To disable your profile, click on the 'Disable Profile' button.

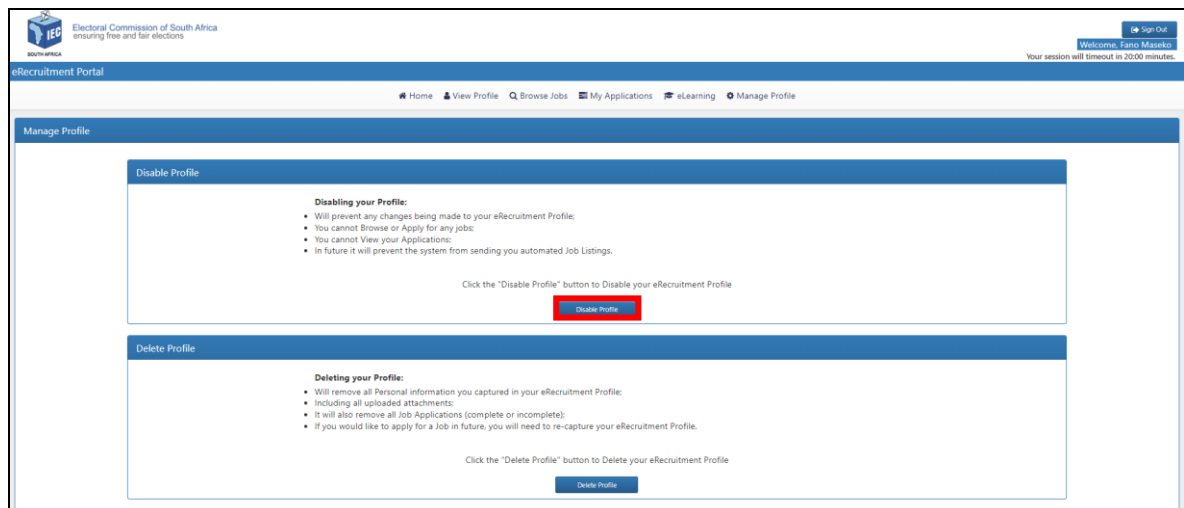
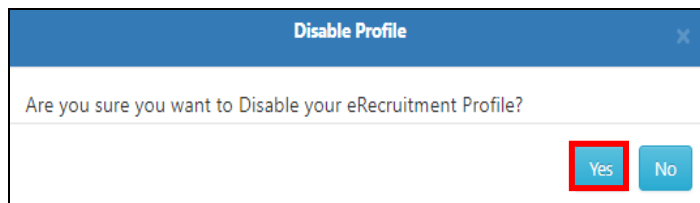


Figure 40: Disable Profile

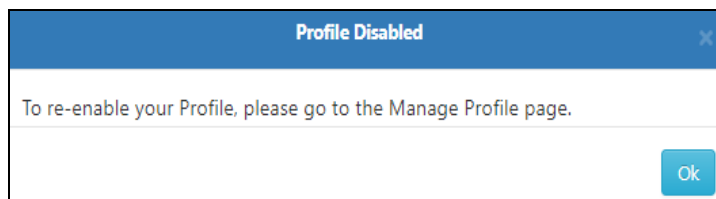
# Electoral Commission

- 8.4 Once you click on the 'Disable Profile' button the confirmation message will be displayed.
- 8.5 If you click on the 'Yes' button your e-Recruitment Profile will be disabled and you won't be able to:
- View your profile,
  - Browse for Jobs, and
  - View your applications.



**Figure 41: Disable Profile Confirmation**

- 8.6 After confirming to disable your e-Recruitment account the below dialog message will be displayed.



**Figure 42: Profile Disabled**

8.7 To enable your account again click on 'Manage Profile' menu.

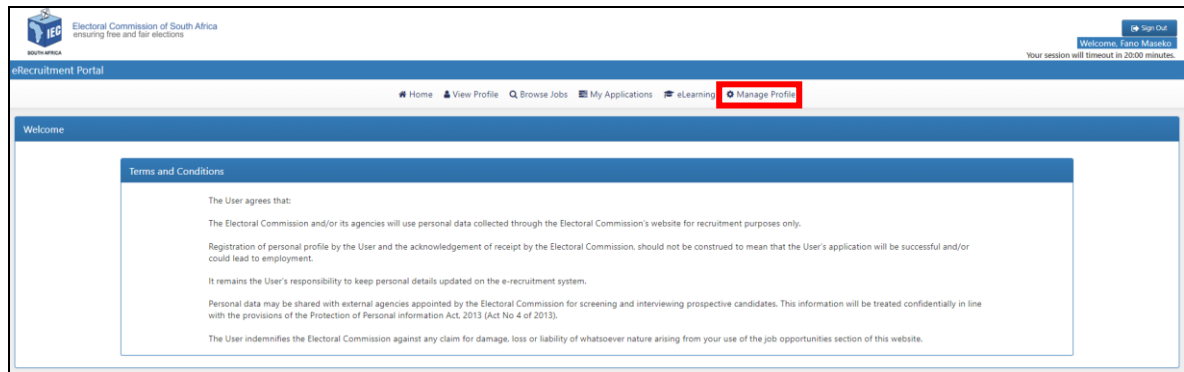


Figure 43: Manage Profile Page

8.8 Then click on the 'Enable Profile' button.

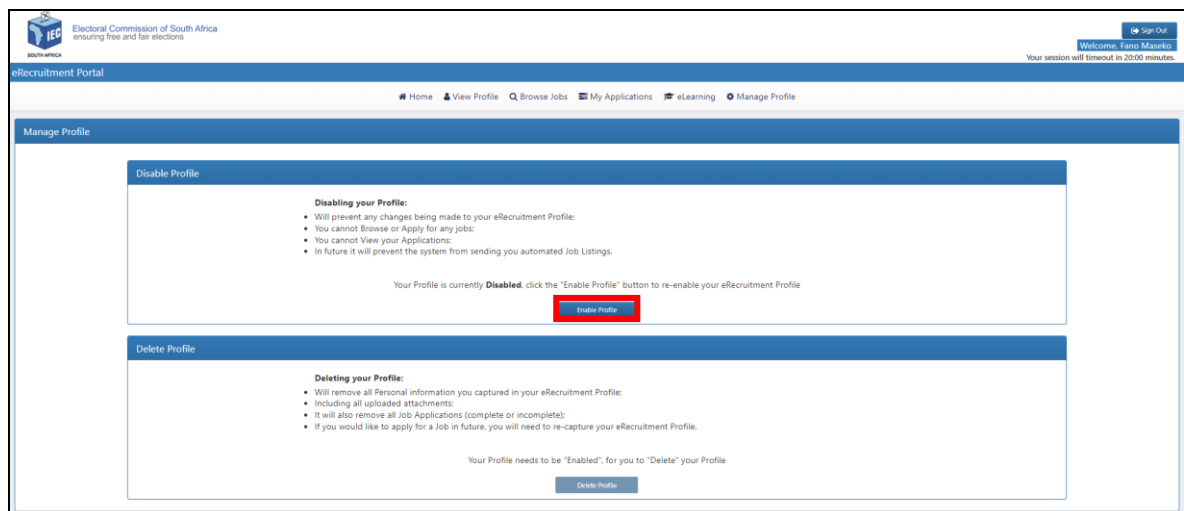
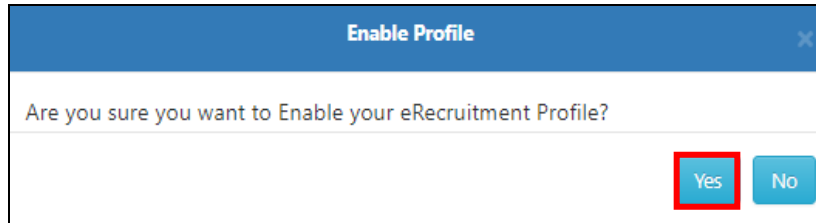


Figure 44: Enable Profile

# Electoral Commission

8.9 After clicking the 'Enable Profile' button the dialog message will be displayed, asking you if you are sure you want to enable your e-Recruitment Profile.



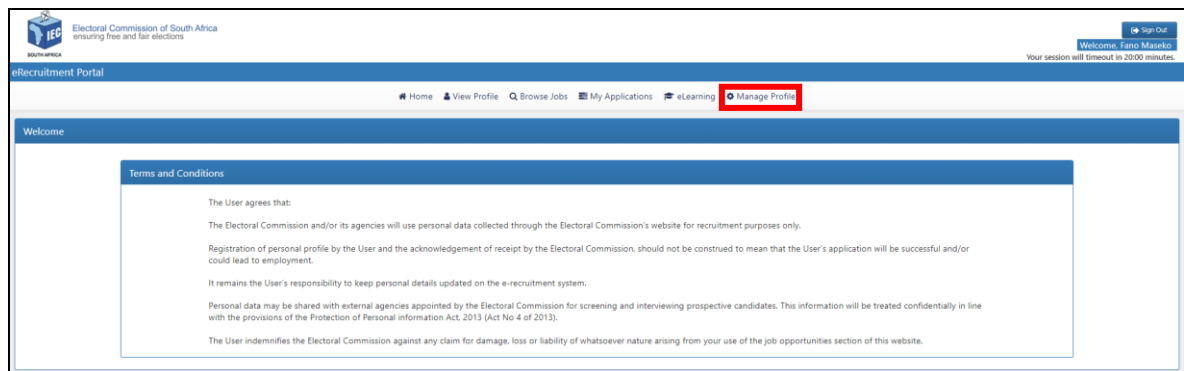
**Figure 45: Enable Profile Confirmation**

8.10 If you click on the 'Yes' button your e-Recruitment Profile will be enabled again and you will be able to:

- View your profile,
- Browse for Jobs, and
- View your applications.

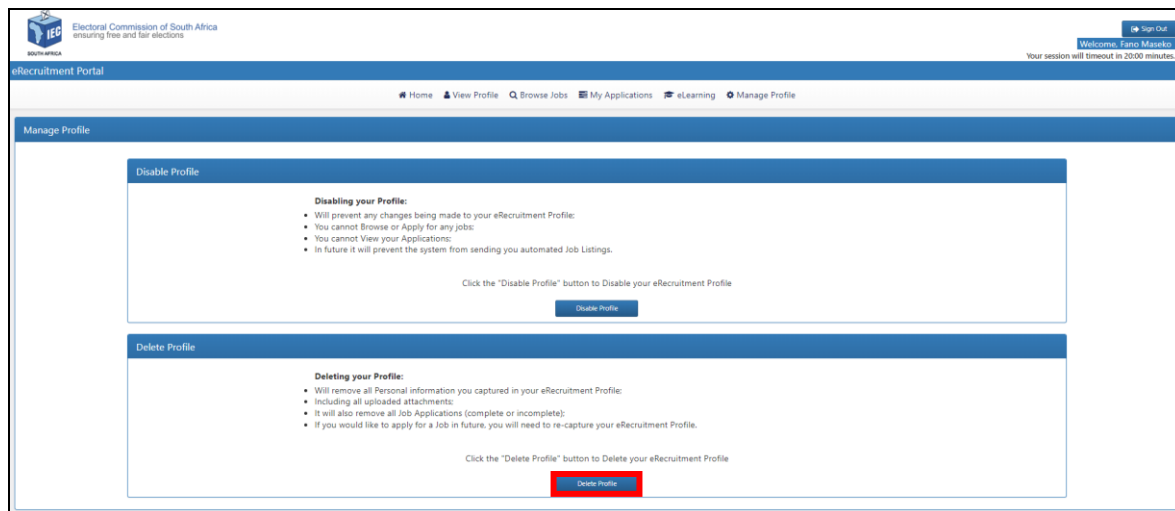
## Delete Profile

8.11 On the Home Page click on 'Manage Profile' menu and you will be re-directed to the 'Manage Profile' page.



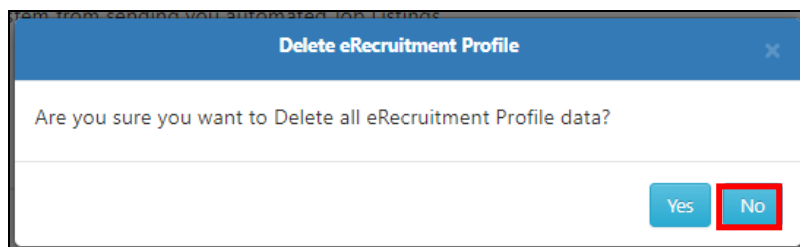
**Figure 46: Manage Profile Page**

8.12 To delete your profile, click on the 'Delete Profile' button.



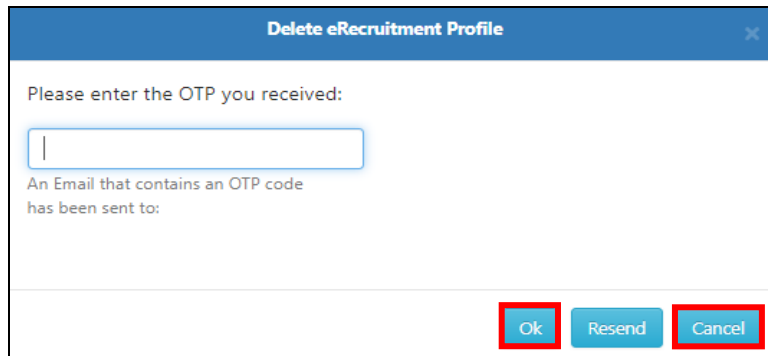
**Figure 47: Delete Profile**

8.13 Once you click on the 'Delete Profile' button the following message will be displayed, asking you if you want to delete all your e-Recruitment Profile data.



**Figure 48: Delete e-Recruitment Profile**

- 8.14 If you click on the 'Yes' button the system will prompt you to enter an OTP that you will receive via your cell phone number or e-mail address.
- 8.15 If the user does not receive the OTP, then click on the 'Resend' button to request for another OTP.
- 8.16 Once you enter the correct One Time Password and click 'OK', your applicant e-Recruitment Profile or CV will be deleted permanently and the user will be re-directed to the Home page.



A screenshot of a web application dialog box titled "Delete eRecruitment Profile". The dialog has a blue header bar with the title and a close button (X). The main content area is white and contains the text "Please enter the OTP you received:" followed by a text input field. Below the input field, it says "An Email that contains an OTP code has been sent to:". At the bottom right of the dialog, there are three buttons: "Ok", "Resend", and "Cancel". The "Ok" and "Cancel" buttons are highlighted with red rectangular boxes.

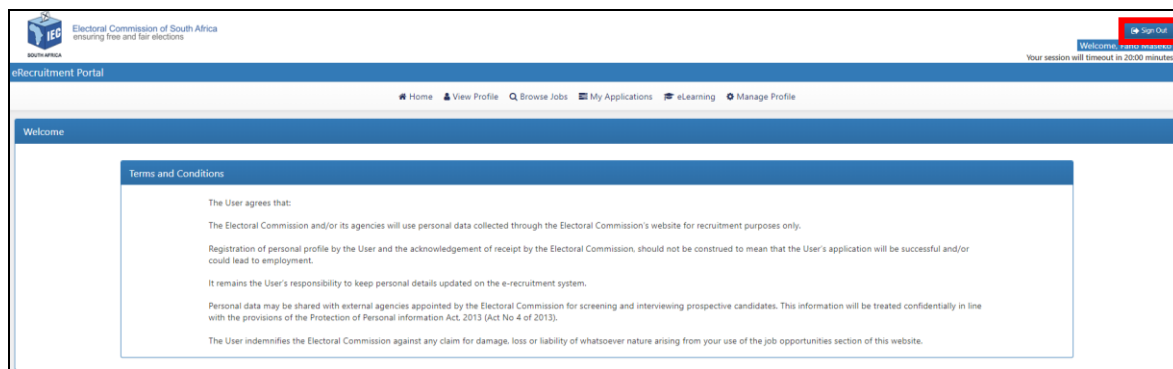
**Figure 49: Confirmation OTP**

- 8.17 **Please Note:** You will have to re-create your e-Recruitment Profile from the beginning once deleted.



## 9 How to Sign Out

9.1 Click on the 'Sign Out' button and the user will be re-directed to MYIEC landing page.



**Figure 50: Sign Out**