e-Recruitment User Manual
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1 How to Create MyIEC Profile

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

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

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

Figure 1: Elections Home Page
1.3 Click on the ‘Download PDF’ button to download a quick guide on how to register and apply for jobs.

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

![MyIEC Jobs Page](image)

**Figure 2: MyIEC Jobs Page**
1.5 Select ‘Create User Profile’, on the top right side of the page for first time users.

Figure 3: Create User profile page
1.6 Enter your details on the Create profile page, click the Privacy Policy checkbox to accept the Privacy Policy, and click on the reCAPTCHA checkbox to identify yourself as a human, not a robot, and then click on the ‘Create Profile’ button.

Figure 4: Create Profile Page
1.7 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.

![User Profile Page](image)

**Figure 5: User Profile Page**

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

![Verification Email Page](image)

**Figure 6: Verification Email Page**
1.9 You will then be asked to set a password and confirm the password. Enter your password, confirm it, and click on the ‘Submit’ button.

![Set Password Page](image)

Figure 7: Set Password Page
1.10 The Create Profile screen will allow you to add a mobile number (which will also be verified), select a username (optional), and add a security question if you need help recovering your lost or forgotten password. Once you've entered this information, click on the 'Complete Profile' button.

Figure 8: Complete Profile Page
1.11 Once your account creation is completed, you will view the below screen. Click on the Jobs tab.

Figure 9: Registration Details Page

Please note: If you cannot proceed to provide your address details, this means that the Electoral Commission already has an address on record for you. In future phases of this initiative, you will be able to update your address details, but for now, this facility is limited only to registered voters for whom we have no address.
1.12 You will be re-directed to the below Jobs page. Click on the ‘e-Recruitment System’ button to access our secured e-Recruitment System.

Figure 10: Jobs Page
2 How to log in using existing credentials

2.1 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.
2.2 You will be re-directed to the following page, click on the ‘Jobs’ tab.

Figure 11: MyIEC Information Page
2.3 You will be re-directed to the below ‘Jobs’ page. Click on the ‘e-Recruitment System’ button to access our secured e-Recruitment System.

![Jobs Page](image)

Figure 12: Jobs Page
3 How to build a Personal profile (CV)

3.1 The user will be re-directed to the e-Recruitment Home page. To be able to create a profile you will need to accept the terms and conditions by clicking the 'Accept' button, however, if you wish to Decline & Sign Out, the system will redirect the user to the MYIEC page.

Figure 13: Accept Terms and Conditions Page

3.2 Once you have accepted the terms and conditions you will be able to build a personal profile. Click on the 'View Profile' tab to build your profile.

Figure 14: View Profile page
3.3 Click on the ‘Create Profile’ button to build your profile.

Figure 15: Create Profile Page

3.4 Enter your personal information and click on the ‘Save & Continue’ button and the user will be redirected to the Language Proficiency page. The user will be re-directed to the e-Recruitment home page by clicking the 'Cancel' button.

Figure 16: Personal Information Page
3.5 Enter your language proficiency and click on the ‘Save & Continue’ button and the user will be redirected to the Qualifications tab. The user will be re-directed to the Personal Information tab by clicking the ‘Back’ button.

![Language Proficiency Page](image)

**Figure 17: Language Proficiency Page**

3.6 Enter your Qualifications details and click on the ‘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 the ‘Back’ button.

![Qualifications Page](image)

**Figure 18: Qualifications Page**
3.7 Enter your Work Experience details and click on the ‘Save & Continue’ button and the user will be redirected to the Attachments tab. The user will be re-directed to the Work Experience tab by clicking the ‘Back’ button.

![Figure 19: Work Experience Page](image)

3.8 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) (.docx) and (.rtf)
3.9 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 a RED cross and the user will then have to click the ‘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.
4 How to Browse for Jobs

4.1 The user can browse jobs by clicking the “Browse Jobs” menu, and the list of available jobs will be displayed.

![Figure 22: Browse Jobs Page](image)

4.2 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: 23 Browse Jobs Landing Page](image)
4.3 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.

![Job Description Page](image1)

**Figure 24: Job Description Page**

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

![Job Application Submitted](image2)

**Figure 25: Job Application Submitted**
4.5 If you update your profile or questionnaires before the closing date of the job advertised, you can still re-apply for the again by clicking on the ‘Re-Apply’ button.

Figure 26: Re-Apply for Vacancy

4.6 Once you click on the ‘Re-Apply’ button the following message will be displayed, alerting you that your application has been submitted again.

Figure 27: Re-Apply Job Application Submitted
5 How to View your Applications

5.1 Click on the ‘My Applications’ menu and you will be re-directed to the ‘My Applications page’.

Figure 28: Home Page

5.2 The ‘My Applications’ page will display all the vacancies that you have applied for.

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

Figure 29: My Applications Landing Page
5.4 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.

5.5 If you click on the ‘Yes’ button your job application will be withdrawn and your application will not be processed.

![Withdraw Application](image)

Figure 30: Withdraw Application

5.6 After you successfully withdraw your application, the ‘Withdraw’ button will be greyed out.

![Withdrawn Application](image)

Figure 31: Withdrawn Application
6 How to Manage your Profile

Disable Profile

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

![Figure 32: Manage Profile Page](image)

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

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

![Figure 33: Disable Profile](image)
6.4 Once you click on the ‘Disable Profile’ button the confirmation message will be displayed.

6.5 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.

![Disable Profile Confirmation](image)

**Figure 34: Disable Profile Confirmation**

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

![Profile Disabled](image)

**Figure 35: Profile Disabled**
6.7 To enable your account again click on the ‘Manage Profile’ menu.

![Manage Profile Page]

Figure 36: Manage Profile Page

6.8 Then click on the ‘Enable Profile’ button.

![Enable Profile]

Figure 37: Enable Profile
6.9 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.

![Enable Profile Dialog]

**Figure 38: Enable Profile Confirmation**

6.10 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**

6.11 On the Home Page click on the ‘Manage Profile’ menu and you will be re-directed to the ‘Manage Profile’ page.

![Manage Profile Page]

**Figure 39: Manage Profile Page**
6.12 To delete your profile, click on the ‘Delete Profile’ button.

![Image of the 'Delete Profile' button](image)

**Figure 40: Delete Profile**

6.13 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.

![Image of the delete profile confirmation dialog](image)

**Figure 41: Delete e-Recruitment Profile**

6.14 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.

6.15 If the user does not receive the OTP, then click on the ‘Resend’ button to request another OTP.

6.16 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.
Figure 42 Confirmation OTP

6.17 **Please Note:** You will have to re-create your e-Recruitment Profile from the beginning once deleted.
7 How to Sign Out

7.1 Click on the ‘Sign Out’ button and the user will be re-directed to the MyIEC landing page as shown in Figure 3: Create User profile page above.

Figure 43: Sign Out