



# E-RECRUITMENT PORTAL

IF THIS IS YOUR FIRST TIME APPLYING FOR A VACANCY, KINDLY FOLLOW THE STEPS BELOW



## STEP 1 CLICK ON **CREATE ACCOUNT** AT THE TOP OF THE PAGE

- Sign up using either a social profile (Google, Facebook, LinkedIn) or you will need to have your own valid email address and mobile number
- If you use the email option, make sure you choose a password that will be easy for you to remember
- Enter your First Name, Surname, SA Citizenship and ID/Work Permit/Passport Number
- Click Create



## STEP 2 YOU WILL RECEIVE AN EMAIL FROM ETHEKWINI CAREERS

(DONOTREPLY@RECRUIT.CO.ZA)

Click on the link in the email to **verify your email address**



## STEP 3

Once your email address is verified, go to **MANAGE PROFILE** and ensure your profile is complete



## STEP 4 UPLOAD ALL MANDATORY ATTACHMENTS

- Only the **CV** is required
- Your CV should preferably be in MS Word or PDF format
- The **maximum file size** allowed is **500kb**
- Other attachments are optional



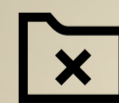
## STEP 5 GO TO THE ACTUAL JOB ADVERT AND CLICK **APPLY**

You will be required to answer some additional questions related to this specific job



## STEP 6 YOU WILL RECEIVE AN EMAIL CONFIRMING THAT YOUR APPLICATION HAS BEEN RECEIVED

If you are not sure, click on the tab **PROFILE** and then click on **VIEW APPLICATIONS** to **CHECK THE STATUS** of your applications



## STEP 7 YOU ARE ALLOWED TO **WITHDRAW AN APPLICATION**

Click on the tab **PROFILE**, click **VIEW APPLICATIONS**, under **AVAILABLE ACTIONS**, click on **WITHDRAWN**

*Please note that you will not be able to reapply. An administrator will have to reinstate your application in order for you to proceed. To reinstate a withdrawn application, send an email to [ERecruitment@durban.gov.za](mailto:ERecruitment@durban.gov.za). Ensure that you include your Name, Surname, ID Number and the job reference number.*

### IF YOU HAVE PREVIOUSLY APPLIED ONLINE,

then all you need to do is click on **APPLY** on the job advert, sign in using either your social media profile or your email address and the password you have chosen and complete the additional questions

### NB:

- Only online applications will be considered unless a manual/offline process is provided in the job advertisement
- Only applications made on this website will be accepted
- No emailed CV's will be accepted as an application
- Please ensure that you submit your application before the closing date as no late applications will be considered



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