

# Careerseeker Application Process



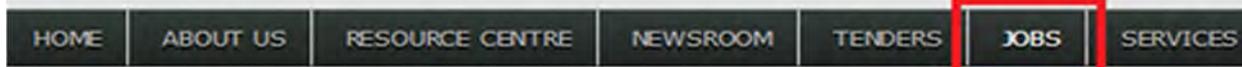
government  
communications

Department:  
Government Communication and Information System  
REPUBLIC OF SOUTH AFRICA



# Step 1 – How to Register as a Careerseeker?

- Find the jobs page on GCIS
- Navigate to <http://www.gcis.gov.za>
- Click on Jobs



government  
communications

Department:  
Government Communication and Information System  
REPUBLIC OF SOUTH AFRICA

[Home](#)

Jobs

Jobs

## CareerSeekers

Home My Portfolio Jobs

Name

### CareerSeekers

Welcome to the CareerSeekers zone on Government Communication and Information System.

- [Search 8 Jobs](#) on Government Communication and Information System.

My Portfolio » Resume

#### My Resume

Your Resume is your passport into the job market. You need one to apply for jobs online, and to be included in candidate searches. You can create your Resumelife in one of two ways:

• [Build Resumelife](#)

• [More Info](#)

My Portfolio » Alerts

#### Get Jobs Via Email

Create daily/weekly email job alerts that match new jobs to your criteria.

• [More Info](#)

My Portfolio » Applications

#### Application Tracker

Track jobs you've applied for in the last 3 months, and complete interviews online.

• [More Info](#)

My Portfolio » Reward

#### Claim Your Reward!

Got a job through the CareerJunction Network? Congratulations! Tell us and claim your reward.

• [More Info](#)

My Portfolio

Forgot Name/ID

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

Best viewed on WinXP with Firefox, IE7 (or higher),  
or on MacOSX 10.2 with Safari 1 (or higher).  
Powered by CareerJunction. Copyright ©1997-2013, all rights reserved.  
[About CareerJunction](#) | [Terms of Use](#) | [Privacy](#)



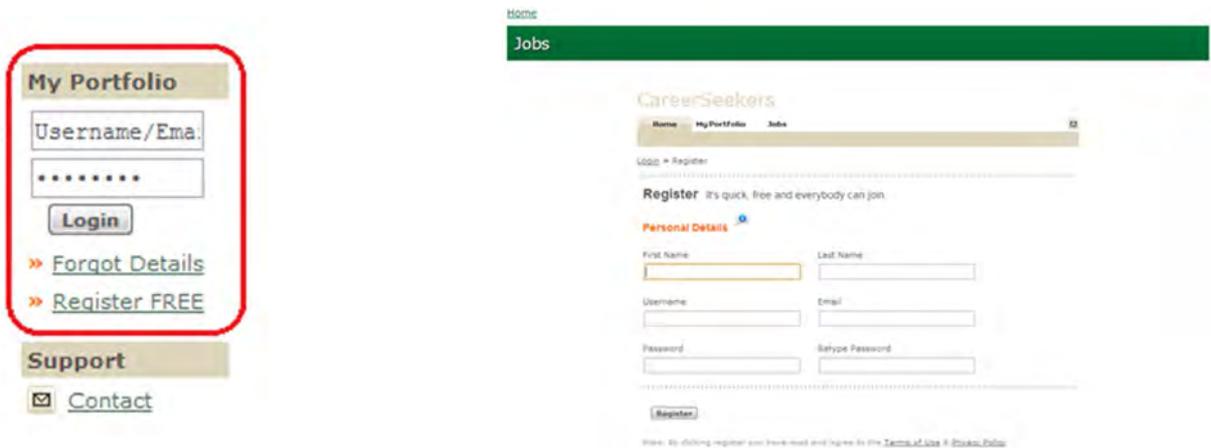
government  
communications

Department:  
Government Communication and Information System  
REPUBLIC OF SOUTH AFRICA



## Step 2 – Type your Username & Password or Register

- Click on Register Free or type your Username & Password
- If you are not registered click on “Register FREE” and complete your personal details
- The system will display a confirmation email to indicate that the registration was successful.



Home  
Jobs

**My Portfolio**

Username/Email:  
.....  
**Login**

» [Forgot Details](#)  
» [Register FREE](#)

**Support**

☑ [Contact](#)

CareerSeekers

Home My Portfolio Jobs

Home » Register

**Register** it's quick, free and everybody can join

**Personal Details**

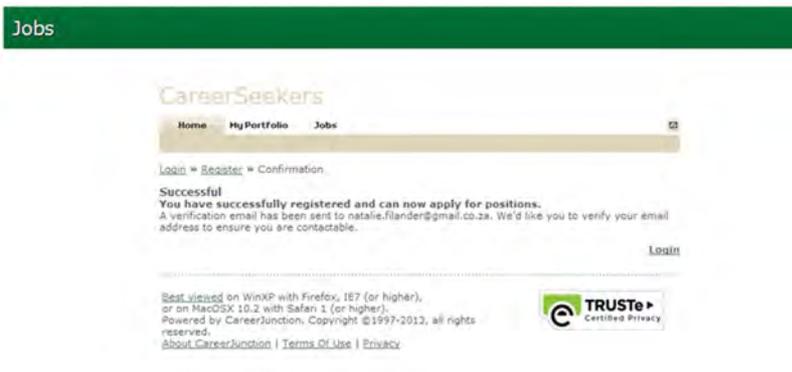
First Name:  Last Name:

Username:  Email:

Password:  Retype Password:

**Register**

Note: By clicking register you have read and agree to the [Terms of Use](#) & [Privacy Policy](#)



Home My Portfolio Jobs

Home » Register » Confirmation

**Successful**  
You have successfully registered and can now apply for positions.  
A verification email has been sent to natalie.flander@gmail.co.za. We'd like you to verify your email address to ensure you are contactable.

**Login**

Best viewed on WinXP with Firefox, IE7 (or higher), or on MacOSX 10.2 with Safari 1 (or higher).  
Powered by CareerJunction, Copyright ©1997-2013, all rights reserved.  
[About CareerJunction](#) | [Terms Of Use](#) | [Privacy](#)

**TRUSTe** Certified Privacy

## Error messages

If you receive any error messages at this stage—please contact our Technical Team on:

## Technical Support

**Contact:** 087 232 2525

**Email:** [info@careerjunction.co.za](mailto:info@careerjunction.co.za)

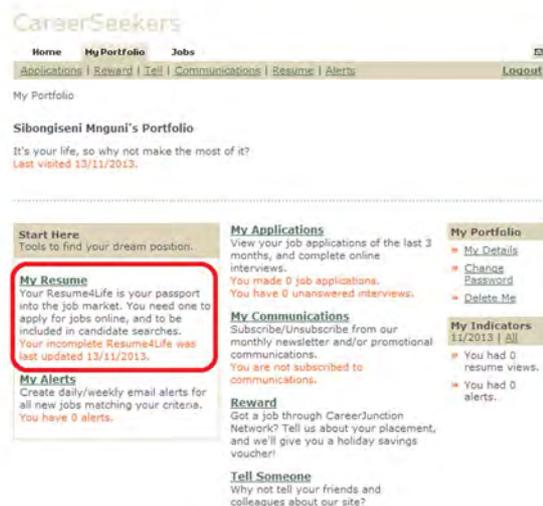
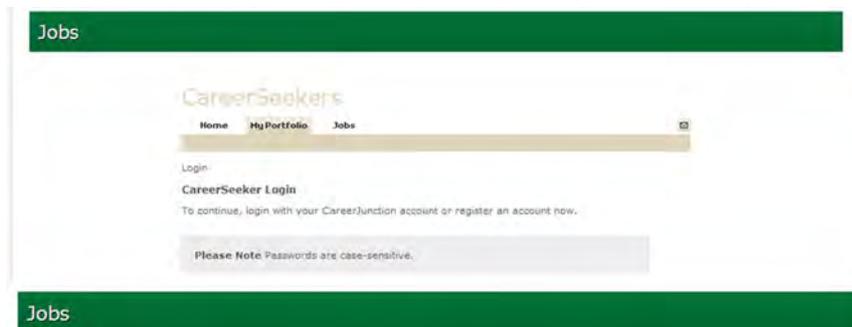
**Skype:** cjcs8607

**LiveChat:**



## Step 3 – Complete or update your resume

- The CareerSeeker will be requested to log into their profile/resume
- Click on “My Resume” and open your profile/resume



government  
communications

Department:  
Government Communication and Information System  
REPUBLIC OF SOUTH AFRICA



## Step 4 – Capturing/complete information in the Resume

- Start capturing information according to all important info required.
- Resumes are rated by the quality indicator according to the information completed.
- You able to: Forward, Download and Print Resumes.
- Include at least 3 contactable References their resume

### My Resume

**Important:** [Personal Details](#) | [Next Job](#) | [Skills](#) | [Education](#) | [Employment](#) | [Languages](#)  
**Optional:** [Achievements](#) | [Associations](#) | [Add Another Section](#)

Your Resume Quality **5%**  
Rating is 5%

**⚠** Your Resume is **Unsearchable and Incomplete.** | 0 Views in the last month.

**Sibongiseni Mnguni**  
+ | +  
natalie.filander@gmail.co.za **Unverified**  
[Change email address](#) | [Resend verification email](#) Edit

**Personal Details** Edit  
 Up to 10% of Resume Rating

Name	Sibongiseni Mnguni
Phone Number	+   +
Email Address	natalie.filander@gmail.co.za
Age	Unspecified

**Next Job** Edit  
 Up to 10% of Resume Rating

**Actions**

- [Forward Resume](#)
- [Download as Word](#)
- [Download as PDF](#)
- [Print Preview](#)

**Settings**

**⚠** Your Resume is Unsearchable and Incomplete.



government  
communications

Department:  
Government Communication and Information System  
REPUBLIC OF SOUTH AFRICA



## Step 5 – Searching for a Position advertised

Search jobs advertised by GCIS by:

- Typing in the job title of your required job
- Clicking on Search 26 jobs

The screenshot displays the CareerSeekers website interface. At the top, there are navigation links for Home, My Portfolio, and Jobs. A search bar is visible with the text "Recruiters, please enter here." Below this, the "Search All Jobs" section is highlighted, featuring a search criteria box with the text "Find the job that's right for you. Please note that you need a Resume4Life to apply for jobs online." To the right of this box is an image of a woman in a business suit. Below the search criteria, there are sections for "Keywords" and "Filters". The "Keywords" section includes a search box for job titles and a dropdown for other keywords. The "Filters" section includes dropdown menus for "Job Posted Within", "Location", and "Industry", as well as checkboxes for "Job Type" (Temporary, Contract, Permanent) and "Job Level" (Junior, Skilled, Senior, Management).

- A list of all the job adverts will be displayed
- Select the job advert that you are interested in and click on the job title

### 1 Sales Manager - 5 years IT Software exp (A financial IT software leader)

Midrand, Gauteng (South Africa)

Up To R370,000 Per Annum CTC Incl Benefits Neg

Permanent management level position at A financial IT software leader in the Information Technology (Software) industry.

Benefits: Medical Aid, Pension Fund, Car Allowance, Cellphone Allowance.

Posted by Government Communication and Information System (GCIS) on 20/11/2013 , Ref CJMIL.



## Step 6 – Applying for a Position advertised

- Read the content of the job advert
- Click on the “Apply” button
- Type your Username & Password

### Purpose of the Job

To Manage a team of 7 external sales consultants.

Working on increasing the company revenue and meet targets set at board level.

### Minimum Requirements:

- Must have a BCom Marketing degree.5 years experience in sales.
- Must have sales management experience.
- Must have a proven sales track record.

### Your new employer

Leader in Financial IT Software with 500 staff members and the Head Office is in Cape Town so travel will be required once a month to Head Office

### Ability to

- Selling skills
- Understand the valuation process
- communicate with customers
- identify merchandising trends and norms

### Experience in

- Direct sales of vehicles

### Knowledge of

- Vehicle Sales
- the retail motor industry
- vehicle financing

Apply online before 14/12/2013.

Please note that Recruiters may delete or expire jobs at any time.



Apply

Tell a Friend



government  
communications

Department:  
Government Communication and Information System  
REPUBLIC OF SOUTH AFRICA



- Complete the job application by typing your cover note
- Your cover note must be more than 100 Characters or the system will not accept your application.
- Complete the application questions.
- **Warning:** All the questions are compulsory and must be answered

**My Job Application** ✕

EE

**Sales Manager - IT Financial Software (A Leading IT institution)**

Sandton, Gauteng (South Africa)  
R450,000 Per Annum CTC Incl Benefits Neg

Web Ref CJ 1580637 | Published by Government Communication and Information System (GCIS)

**Cover Note** 3,867 characters remaining

I am Anne Smith  
Have 2 years finance exp and I feel that I am suitable for this position. I am a hardworker and I learn very quickly.

Please complete the following questionnaire to establish how well you are suited for this job.

Direct sales of vehicles	Please Select ▾
Vehicle Sales	Please Select ▾
Selling skills	Please Select ▾
communicate with customers	Please Select ▾
identify merchandising trends and norms	Please Select ▾
the retail motor industry	Please Select ▾
vehicle financing	Please Select ▾
Understand the valuation process	Please Select ▾

The ability or potential to pay close attention to things and situations; to use insight and observation of detail to come to accurate conclusions; to perceive correctly and in visual detail.



government  
communications

Department:  
Government Communication and Information System  
REPUBLIC OF SOUTH AFRICA



## Step 7 – Uploading of Word/PDF CV and supporting documents

- First scan your CV, Z83, ID copy and other supporting documents together and save the file on your computer
- The file of the scanned documents **must not exceed 2 MB in size**
- Remove your CareerJunction Resume Attached

The ability or potential to provide strategic direction; to develop a clear vision of the desired goals of an organisation.

- I developed a clear vision of desirable future conditions, and attempted to provide a route for the company that maximised gain while minimising potential losses
- I built common ownership and commitment to group goals through creating a shared team vision, decision making and problem solving
- I influenced and motivated team members by means of material rewards
- I successfully delegated and assigned tasks to others, and inspired team members to understand their individual roles

Relevant tertiary qualification

- Yes
- No

Proven achievement track record (with commission sheets) in sales

- No
- Yes

Grade 12

- Yes
- No

Drivers licence

- Yes
- No

My Resume/CV



Cancel **APPLY**

- Click on "Attach my Word or PDF CV"

### My Resume/CV

Please choose either your CareerJunction Resume (you will have the option to complete it), or your own Word or PDF CV.



[Attach my Word or PDF CV](#)

#### Why a CareerJunction Resume?

- Apply for this and other jobs on this site
- Email/Download it as a PDF/Word CV
- Set it as searchable to be matched to thousands of jobs.



government  
communications

Department:  
Government Communication and Information System  
REPUBLIC OF SOUTH AFRICA



- Click on "Select a file to upload"

**My Job Application: Attach Word or PDF CV**

EE

**Sales Manager - IT Financial Software (A Leading IT institution)**

Sandton, Gauteng (South Africa)  
R450,000 Per Annum CTC Incl Benefits Neg

**Attach your Word or PDF CV**

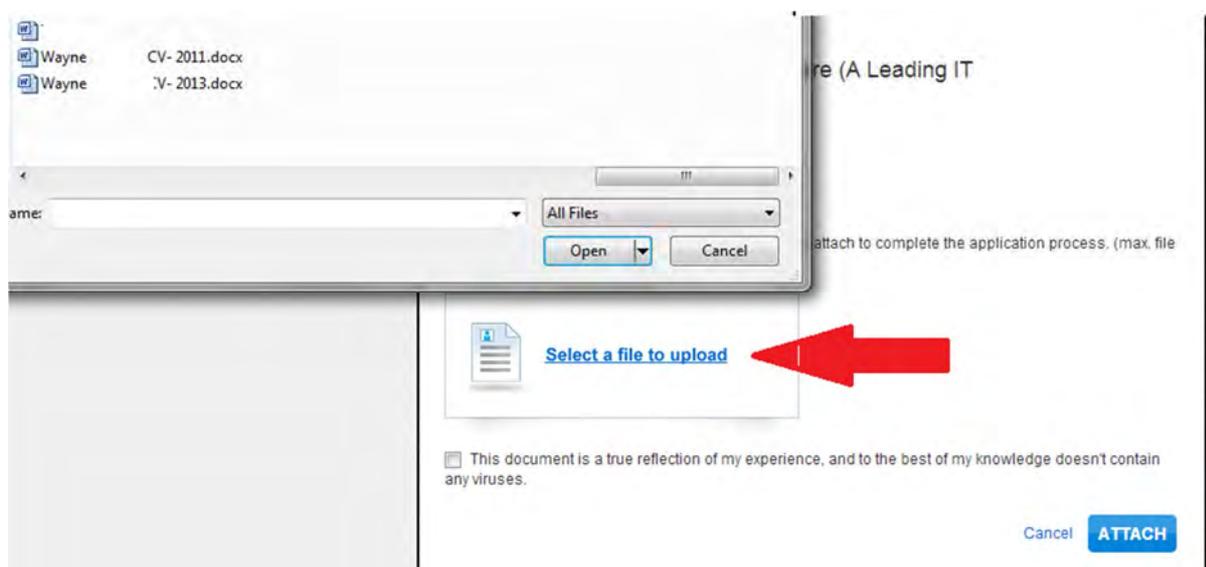
Please upload your Word or PDF CV below, and click attach to complete the application process. (max. file size 2MB)

 [Select a file to upload](#)

This document is a true reflection of my experience, and to the best of my knowledge doesn't contain any viruses.

Cancel **ATTACH**

- Select the file saved on your computer
- Accept the Terms and Conditions – Confirmation that the file does not contain a virus.
- Click on Attach



- Your CV,Z83 form, ID and other supporting documentation is now attached.
- Please click apply for the application to be sent to the HR Recruiter.

### My Resume/CV



Cancel

**APPLY**

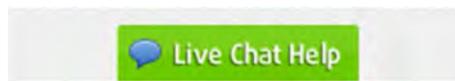
## Technical Support

Contact: 087 232 2525

Email: [info@careerjunction.co.za](mailto:info@careerjunction.co.za)

Skype: cjcs8607

LiveChat:



government  
communications

Department:  
Government Communication and Information System  
REPUBLIC OF SOUTH AFRICA

