

External vacancy application guideline

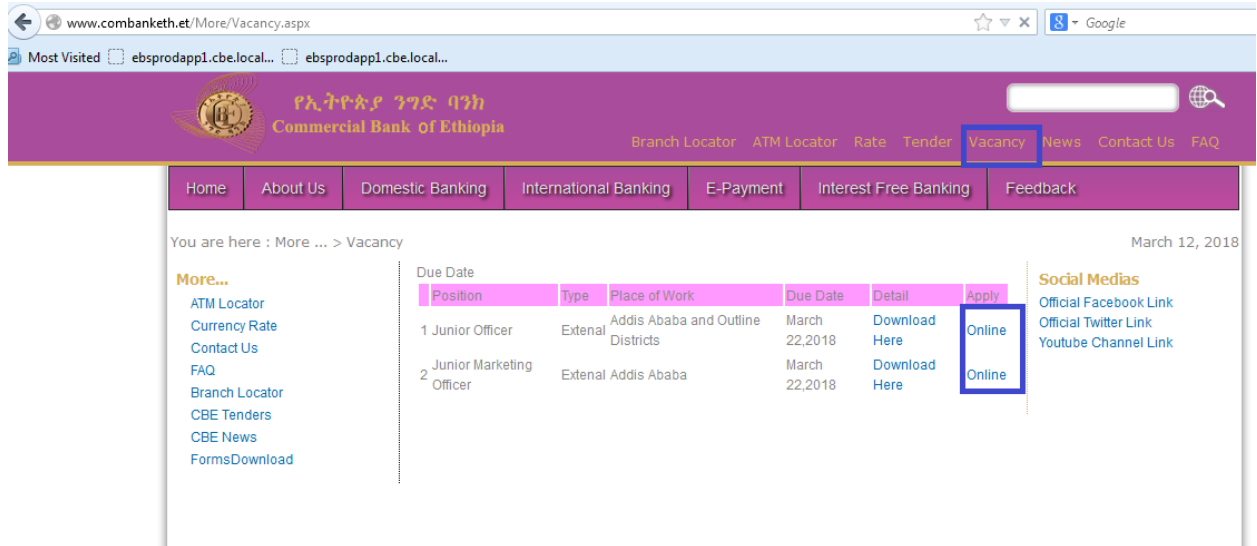
Please follow the below steps to submit your application successfully.

1. Enter CBE site on the address bar and then search.

https://jobs.cbe.com.et:4453/OA_HTML/IrcVisitor.jsp

or click on “online” in front of the vacancy if you are applying from CBE public website(<http://www.combanketh.et/Home.aspx>)

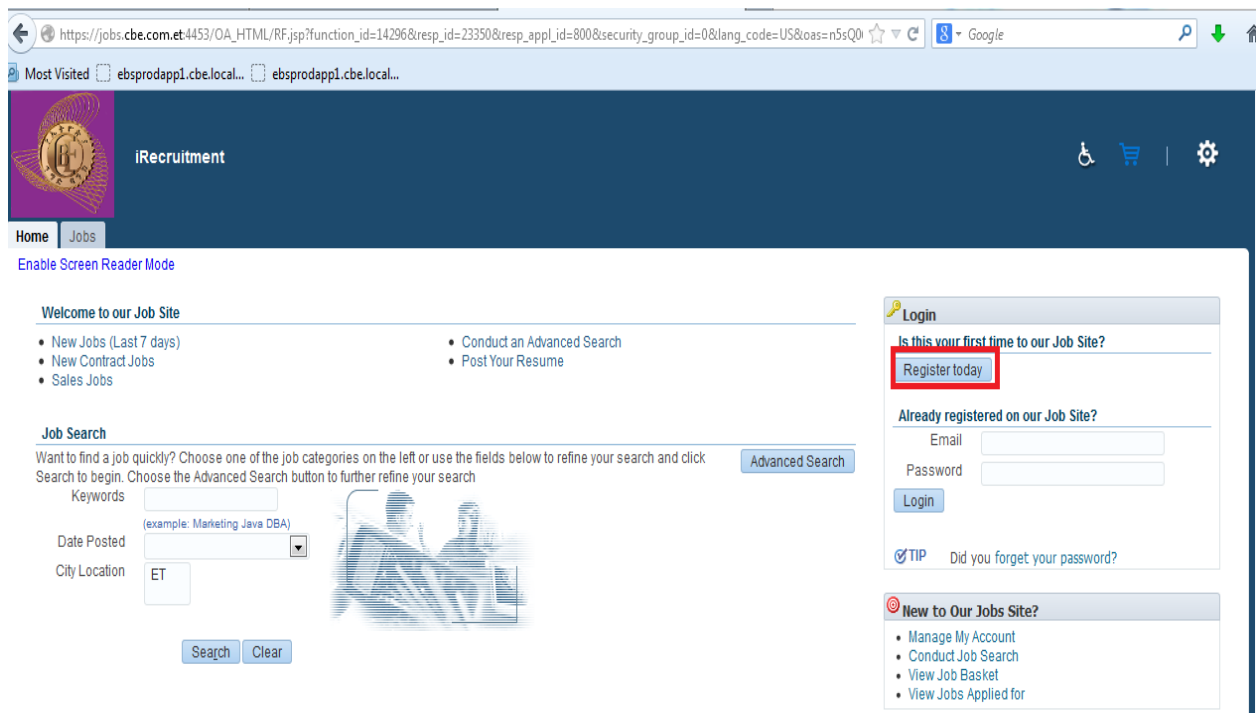
open vacancy section to apply from CBE Site as shown below.



The screenshot shows the CBE website's Vacancy page. The header includes the CBE logo and name in Amharic and English, along with navigation links like Branch Locator, ATM Locator, Rate, Tender, Vacancy, News, Contact Us, and FAQ. The main content area displays a table of vacancies with columns for Position, Type, Place of Work, Due Date, Detail, and Apply. The 'Apply' column for the first vacancy is highlighted with a blue box, showing the 'Online' option. The date March 12, 2018, is displayed in the top right corner.

Position	Type	Place of Work	Due Date	Detail	Apply
1 Junior Officer	Extenal	Addis Ababa and Outline Districts	March 22,2018	Download Here	Online
2 Junior Marketing Officer	Extenal	Addis Ababa	March 22,2018	Download Here	Online

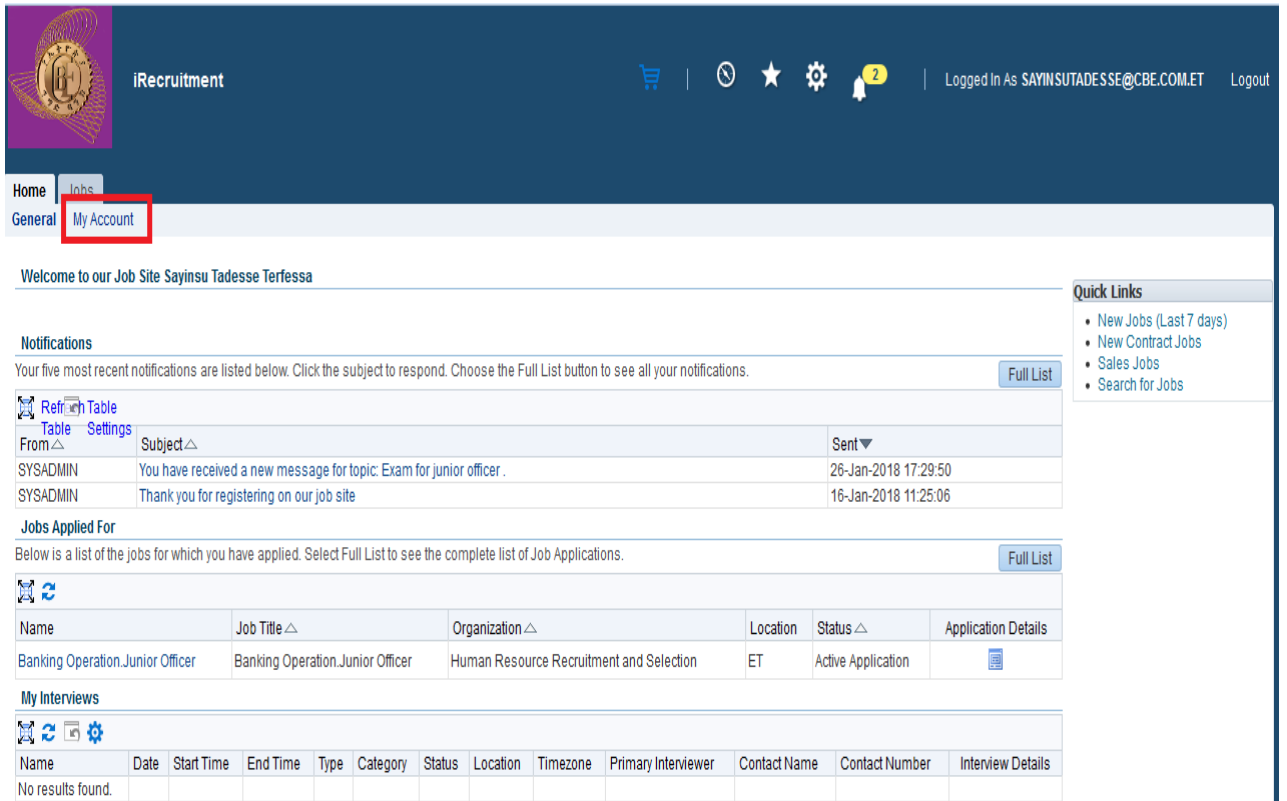
2. Click on ‘Register today’



The screenshot shows the CBE iRecruitment website. The header includes the CBE logo and the text 'iRecruitment'. The main content area features a 'Welcome to our Job Site' section with links for New Jobs, New Contract Jobs, Sales Jobs, Conduct an Advanced Search, and Post Your Resume. Below this is a 'Job Search' section with a search form including fields for Keywords, Date Posted, and City Location, along with a 'Search' button. On the right side, there is a 'Login' section with a 'Register today' button highlighted in a red box, and a 'New to Our Jobs Site?' section with links for Manage My Account, Conduct Job Search, View Job Basket, and View Jobs Applied for.

External vacancy application guideline

3. Click on 'My Account' to create you CV.



The screenshot shows the iRecruitment dashboard. The user is logged in as SAYINSUTADESSE@CBE.COM.ET. The 'My Account' menu item is highlighted with a red box. The dashboard includes sections for Notifications, Jobs Applied For, and My Interviews.

Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications.

From	Subject	Sent
SYSADMIN	You have received a new message for topic: Exam for junior officer .	26-Jan-2018 17:29:50
SYSADMIN	Thank you for registering on our job site	16-Jan-2018 11:25:06

Jobs Applied For

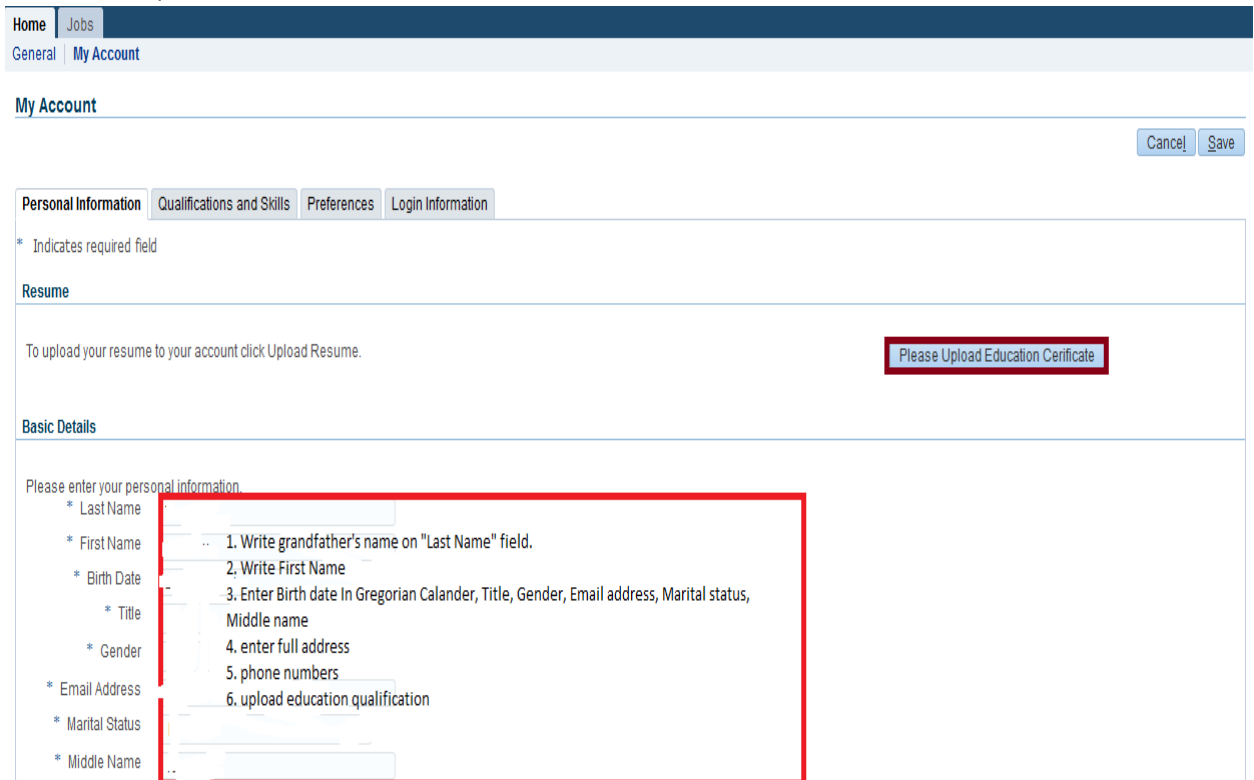
Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications.

Name	Job Title	Organization	Location	Status	Application Details
Banking Operation.Junior Officer	Banking Operation.Junior Officer	Human Resource Recruitment and Selection	ET	Active Application	

My Interviews

Name	Date	Start Time	End Time	Type	Category	Status	Location	Timezone	Primary Interviewer	Contact Name	Contact Number	Interview Details
No results found.												

4. Enter the required details as shown below.



The screenshot shows the 'My Account' profile page. The 'Basic Details' section is highlighted with a red box. The page includes tabs for Personal Information, Qualifications and Skills, Preferences, and Login Information. A 'Please Upload Education Certificate' button is also visible.

My Account

Cancel Save

Personal Information Qualifications and Skills Preferences Login Information

* Indicates required field

Resume

To upload your resume to your account click Upload Resume. Please Upload Education Certificate

Basic Details

Please enter your personal information

- * Last Name
- * First Name
- * Birth Date
- * Title
- * Gender
- * Email Address
- * Marital Status
- * Middle Name

1. Write grandfather's name on "Last Name" field.
2. Write First Name
3. Enter Birth date In Gregorian Calander, Title, Gender, Email address, Marital status, Middle name
4. enter full address
5. phone numbers
6. upload education qualification

External vacancy application guideline

- Click on **“Add Other Documents”** to upload **8th Grade Certificate and Cost Sharing** for junior officers add work experience letters if experience is required. To upload select from the document type then browse. After you browse the document and selected the document type from the list click on **“Upload”** button.

Home | Jobs
General | My Account

Upload Document

Please select the file you wish to upload. Enter a description of the file and choose a file type.
* Indicates required field

Cancel Upload

* File Path No file selected.

Description

* File Type

Cancel Upload

- After you uploaded the required documents then save it.
- Go to **Qualification and skills** then click on Plus (+) to fill **College, Location, Grade (CGPA) and Date Received**. Open **“Add Another Qualification”** to enter **Qualification Type, Grade Level(CGPA) and date Received**.

Home | Jobs
General | My Account

My Account

Cancel Save

Personal Information **Qualifications and Skills** Preferences Login Information

* Indicates required field

Employment History

Details	Employer	Start Date	End Date	Job Title	Location	Delete
No results found.						

Education Qualifications

Please enter details of the colleges and universities which you have attended as well as the Qualifications received. If you have qualifications which were not obtained at a school or college you may enter those later as Additional Qualifications.

* College or University	* Location	* Degree	Major Subject	Date Received	Add Degree	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Degree"/>	<input type="button" value="Delete"/>

TIP If you have more than one qualification from an establishment, press the Add Degree icon to record further qualifications.

Additional Qualification Details

Please enter details of your additional qualifications. Qualifications obtained from a college or university should be entered as part of your Education information.

Category	* Qualification Type	Grade/Level	Date Received	Additional Qualification Details	Delete
Bachelors Degree	B.A	2	June 2016	<input type="button" value="Add Another Qualification"/>	<input type="button" value="Delete"/>

- Click on the icon under **Additional Qualification Details** to select your field of study. Search the field of studies from the lists given.

External vacancy application guideline

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

◀ Previous 1-10 ▶ Next 10 ▶

Select	Quick Select	External Applicant Qualification Title	Description
<input type="radio"/>		Accounting in Business and Management	Accounting in Business and Management
<input type="radio"/>		Administration and Development Management	Administration and Development Management
<input type="radio"/>		Administrative Service Management and Technology System	Administrative Service Management and Technology System
<input type="radio"/>		Administrative Services Management	Administrative Services Management
<input type="radio"/>		Agribusiness Management	Agribusiness Management
<input type="radio"/>		Agribusiness Management and Marketing	Agribusiness Management and Marketing
<input type="radio"/>		Agribusiness and Value Chain Management	Agribusiness and Value Chain Management
<input type="radio"/>		Agriculture Resource Economics and Management	Agriculture Resource Economics and Management
<input type="radio"/>		Automotive Servicing Operations Management	Automotive Servicing Operations Management
<input type="radio"/>		Automotive Technology Management	Automotive Technology Management

◀ Previous 1-10 ▶ Next 10 ▶

[About this Page](#)

Follow the below steps to select qualification details.

- Use percentage sign (%) in front of your field of study to easily identify it.
 - Click on "Go".
 - Click on quick select symbol parallel to your field of study. If you don't get your field of study click on "Next" as shown above.
 - After you select the field then click on "OK" then save it.
9. To apply for jobs, click on **Jobs** tab. Click on **Date Posted** then **Go**. Select the vacancy name then click on **Apply** icon.

External vacancy application guideline

Home **Jobs**

Available Jobs | Jobs Applied For

Jobs: Available Jobs Save Search

Search

Use the fields below to refine your job search. For more search capabilities, choose the Advanced Search button. Advanced Search View Saved Searches

Keywords

City Location (example: Marketing Java DBA)

Date Posted Go Clear

Select Jobs: Add To Basket Refresh

Select All | Select None

Select	Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Distance From Location	Date Posted	Employment Status
<input type="checkbox"/>	Junior Officer - North Addis Ababa District	Banking Operation.Junior Officer	North Addis Ababa District	Clerical	Key Job Duties & Responsibilities: The job holder's responsibilities include, but are not limited to: <ul style="list-style-type: none">To deliver the highest possible standards of customer service, customer care and presentation.To act as a focal point of information for customers and users of the center and work to wards continually enhancing the customer experience.To deal efficiently and effectively with customer queries/enquiries in person, by mail, email and phone.To monitor reception area and respond to any incidents appropriately.To carry out any other duties related with the job role.Prepare periodic report on both existing and potential high value customers for desired action of business relationship.	ET		12-Mar-2018	External

10. Click on Apply.

Name	Job Title	Organization Name	Professional Area	Brief Description	Location	Distance From Location	Date Posted	Employment Status	Apply Now
Junior Officer - North Addis Ababa District	Banking Operation.Junior Officer	North Addis Ababa District	Clerical	Key Job Duties & Responsibilities: The job holder's responsibilities include, but are not limited to: <ul style="list-style-type: none">To deliver the highest possible standards of customer service, customer care and presentation.To act as a focal point of information for customers and users of the center and work to wards continually enhancing the customer experience.To deal efficiently and effectively with customer queries/enquiries in person, by mail, email and phone.To monitor reception area and respond to any incidents appropriately.To carry out any other duties related with the job role.Prepare periodic report on both existing and potential high value customers for desired action of business relationship.	ET		12-Mar-2018	External	<input type="button" value="Apply"/>

11. After you click on Apply, another page opens. Choose next and finish it. Finally, you will get confirmation message.

Home **Jobs**

Confirmation
Thank you for submitting your application.

Jobs: Available Jobs

Good luck