



# ZICTA

ZAMBIA INFORMATION AND COMMUNICATIONS TECHNOLOGY AUTHORITY

## e-Recruitment Portal Guide

<http://www.zicta.zm/jobs>

HCD SUPPORT EMAIL: [jobs@zicta.zm](mailto:jobs@zicta.zm)

## 1. DOCUMENT CONTROL

	Name	Comment	Date
Originated By:	Ada Jalasi	Origination	15 <sup>th</sup> Nov,2013
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Modified By:			
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## 2. PURPOSE

This document is meant to guide a new applicant to the e-recruitment portal to quickly get to speed and submit an application.

## 3. QUICK FAQs

- You will need to create an account to use the ZICTA e-recruitment portal if you are a first-time user
- If you are returning to the portal use the username and password that you registered with initially
- You will have to create a resume (or CV) in the portal. You won't be able to attach your CV or cover letter
- You will have to create a cover letter in the portal
- You will be able to re-use your resume ( or CV ) and cover letter for any job adverts on the portal
- Summarise your resume with your key skills, qualifications and experience highlighted

## 4. SUPPORT ON THE PORTAL

- If you face any technical problems with your application kindly email [jobs@zicta.zm](mailto:jobs@zicta.zm) for quick support

## 5. HOW TO – STEP BY STEP

1. Go to the URL <http://www.zicta.zm/jobs>
2. Click the Available Jobs link on the right menu.
3. A list of jobs will be listed for you to view

Control Panel	Job Categories	Newest Jobs
Select Category		Select Job Type
<input type="button" value="Go"/>		<input type="button" value="Reset"/>
<b>Newest Jobs</b>		
<b>Manager Spectrum Planning and Licensing</b> Posted: 2 Days ago <input type="button" value="Apply Now"/> <input type="button" value="Tell A Friend"/>	Category: Spectrum Planning & Licensing	Job Type: Full-Time - Contract - Vacant  Location: _____ No of Jobs: 1
<b>Protocol &amp; Assistant Public Relations Officer</b> Posted: 2 Days ago <input type="button" value="Apply Now"/> <input type="button" value="Tell A Friend"/>	Category: Public Relations	Job Type: Full-Time - Contract - Vacant  Location: _____ No of Jobs: 1
<b>Development and Staff Welfare Officer</b> Posted: 2 Days ago <input type="button" value="Apply Now"/> <input type="button" value="Tell A Friend"/>	Category: Human & Capital Development	Job Type: Full-Time - Contract - Vacant  Location: _____ No of Jobs: 1
<b>Manager Spectrum Monitoring and Compliance</b> Posted: 2 Days ago <input type="button" value="Apply Now"/> <input type="button" value="Tell A Friend"/>	Category: Spectrum Planning & Licensing	Job Type: Full-Time - Contract - Vacant  Location: _____ No of Jobs: 1
Display # All	Results 1 - 4 of 4	



4. You click **Job Apply as new Applicant** now button which will allow you to register.

Control Panel	Job Categories	Newest Jobs
<b>Apply Now</b>		
Please login to record your resume for future use <a href="#">Login</a> OR <a href="#">Job Apply as a New Applicant</a>		

5. Create you username and password
6. After the Registration Process an email will be sent to you to confirm activation of your account or login after 5 minutes as your account will have to be verified
7. Log on with your username and password
8. Go to **Control Panel**
9. Click **add a resume** – fill out your personal details, qualifications , skills and experience etc.
10. Add **a cover letter**
11. Your profile will have your resume (CV) as you entered.
12. **Note** \* You can use the same resume (CV) to apply for different jobs.

For any help kindly contact [jobs@zicta.zm](mailto:jobs@zicta.zm)

**ZICTA Human Capital & Development Team**