

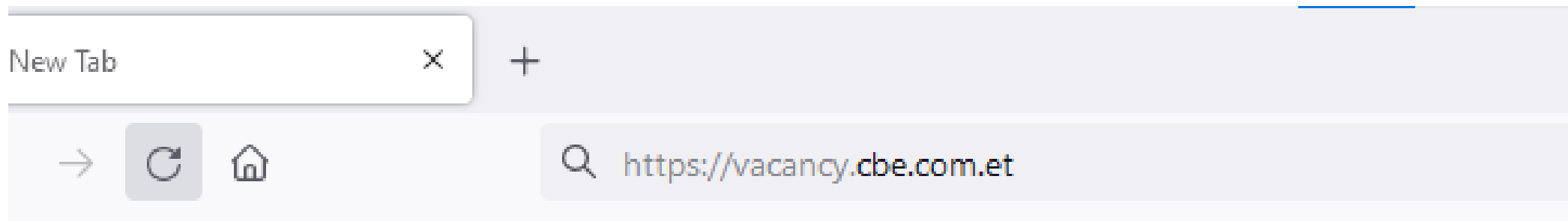


CBE Vacancy Site

User Guideline

Visit CBE's Career Site

- Open any web browser
- Type <https://vacancy.cbe.com.et> on the search bar



- You will be redirected to vacancy site login page

Commercial Bank of Ethiopia

Welcome

Search Vacancy

Vacancy Keyword:

2 Job Applications Available

[View All](#)

Login

Is this your first time to our job site?

[Register Today](#)

Already registered on our job site?


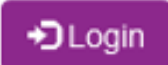
Email/Phone

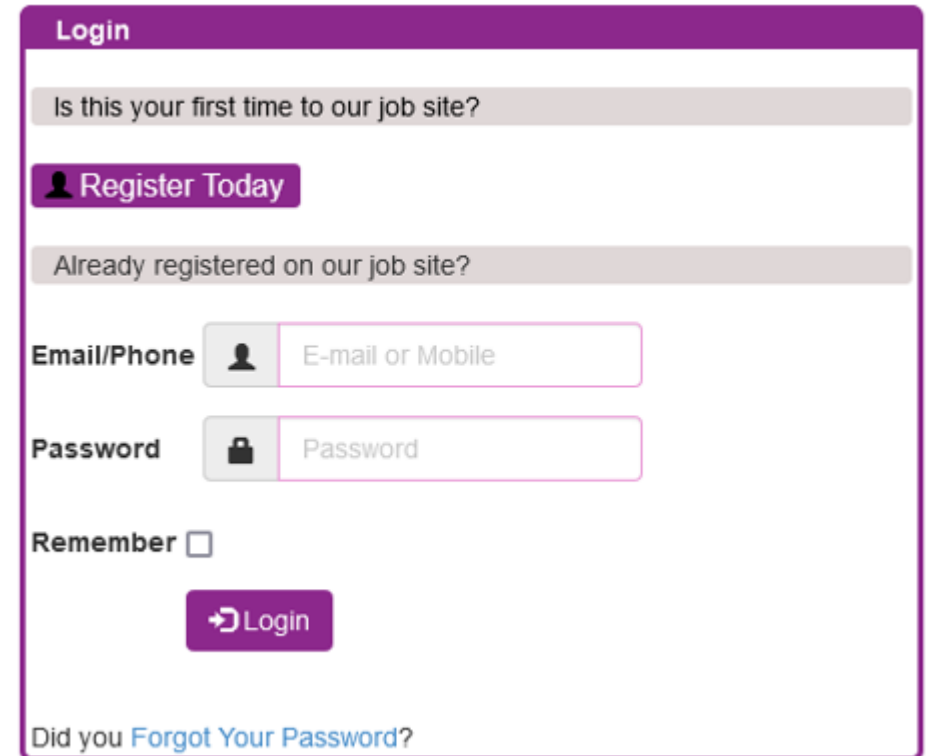
Password

Remember

Did you [Forgot Your Password?](#)

Login to the site


- **If you are new to the site**
 - Click the  button.
 - You will be redirected to registration page (shown on the next page)
- **If you have already created account**
 - enter your **email** or **mobile phone number** with password and click on the  button.




The screenshot shows a login interface with a purple header. It contains two main sections: 'Is this your first time to our job site?' with a 'Register Today' button, and 'Already registered on our job site?' with input fields for 'Email/Phone' and 'Password', a 'Remember' checkbox, a 'Login' button, and a 'Forgot Your Password?' link.


Login

Is this your first time to our job site?


 Register Today

Already registered on our job site?

Email/Phone  E-mail or Mobile

Password  Password


Remember

 Login

Did you [Forgot Your Password?](#)




Registration

- Please fill the registration fields carefully
 - ✓ You should have a valid mobile phone number and email.
- Fill the displayed CAPTCHA on the space provided.
- After filling all the fields as required, you will be redirected to SMS verification page by clicking the  button

User Registration

Since your identity is verified by SMS, you are required to use valid and available phone number to validate the SMS.


First Name	<input type="text" value="Your Name"/>
Father Name	<input type="text" value="Your Father Name"/>
Grand Father Name	<input type="text" value="Your Grand Father Name"/>
Email	<input type="text" value="Your Email Address"/>
Phone Number	<input type="text" value="phone number (09xxxxxx)"/>
Password	<input type="password" value="Password"/>
ConfirmPassword	<input type="password" value="Confirm Password"/>
CAPTCHA	 Put Code Here <input type="text"/>
<input type="button" value="Register"/>	

[Login](#) ||

If you have already registered but forgot your password, you can

[Reset your Password](#)


SMS Verification

- Enter the OTP you have received through SMS and click  button.

OTP = One Time Password

- If OTP is correct, a message saying **“completed Successfully”** will be displayed.
- Click on [login](#) link to proceed to your application.




 Commercial Bank of Ethiopia


Welcome Guest: Please Veify your phone number

Message: You have been registered to this system. Now you are required to verify your

Phone Number

OTP



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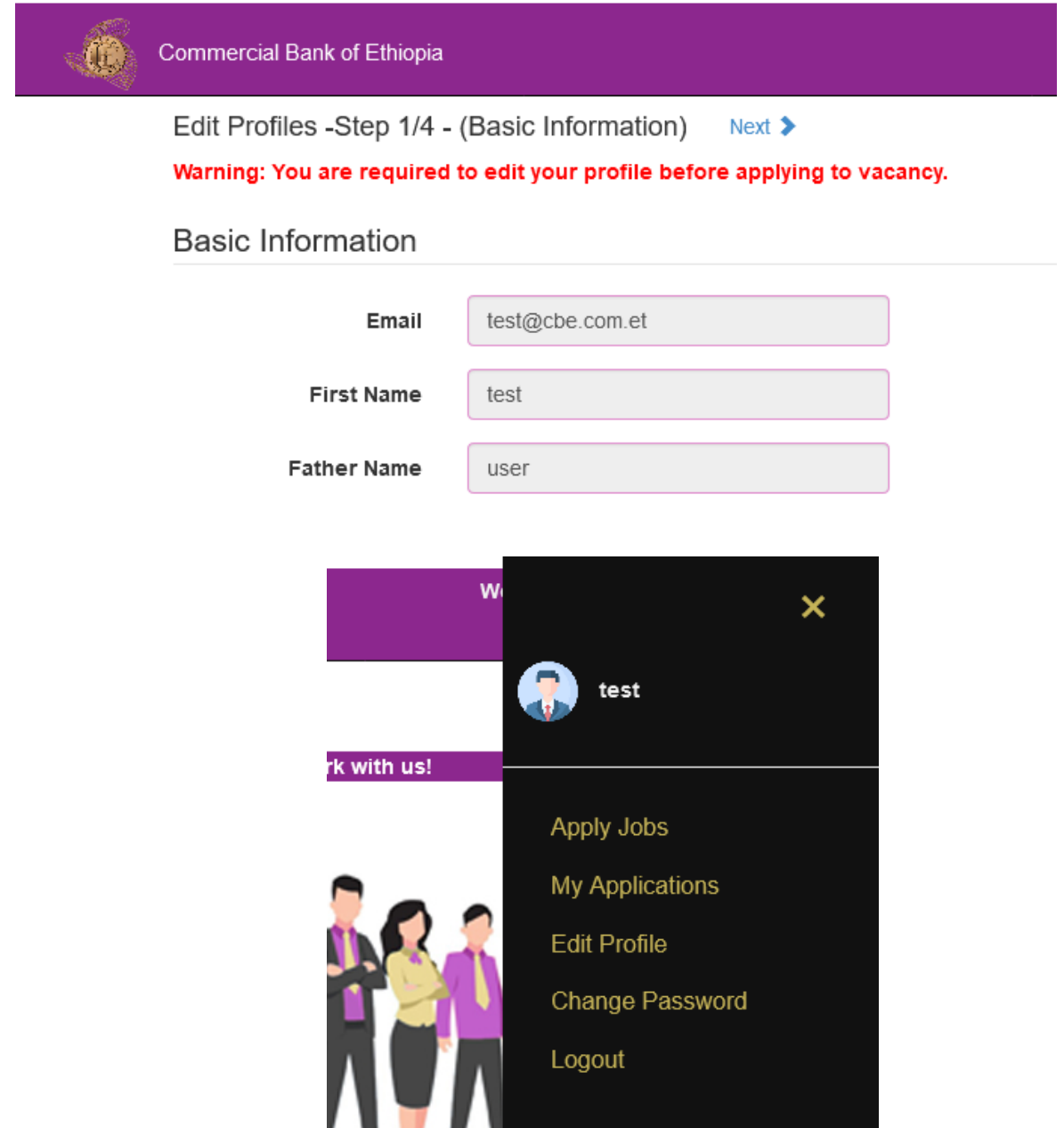
User Verification Process

Message: Phone Verification completed successfully. , please click here to Login [Login](#)

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Application Process


- If its your first login, you will be automatically redirected to profile section.
- Carefully fill your profile
- Profile registration process has 4 Steps.
- You can also edit your profile later at “Edit Profile” section under the Side Bar if there is any.



The screenshot shows the user interface for editing a profile. At the top, there is a purple header with the Commercial Bank of Ethiopia logo and the text "Commercial Bank of Ethiopia". Below the header, the page title is "Edit Profiles -Step 1/4 - (Basic Information)" with a "Next >" button. A red warning message states: "Warning: You are required to edit your profile before applying to vacancy." The main section is titled "Basic Information" and contains three input fields: "Email" with the value "test@cbe.com.et", "First Name" with the value "test", and "Father Name" with the value "user".

Below the profile editing form, there is a dark sidebar menu. The sidebar has a close button (X) in the top right corner. It displays a user profile card with a blue circular icon and the name "test". Below the profile card, there is a purple banner with the text "Work with us!". The sidebar menu items are: "Apply Jobs", "My Applications", "Edit Profile", "Change Password", and "Logout". At the bottom of the sidebar, there is an illustration of three people (two men and one woman) standing together.

Step One: Basic Information

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Edit Profiles -Step 1/4 - (Basic Information) [Next >](#)

Warning: You are required to edit your profile before applying to vacancy.

Basic Information


Email	<input type="text" value="test@cbe.com.et"/>
First Name	<input type="text" value="test"/>
Father Name	<input type="text" value="user"/>
Last Name	<input type="text" value="sample"/>


Additional Details

BirthDate	<input type="text" value="mm / dd / yyyy"/>
Marital Status	<input type="text" value="Select Marital Status"/>
Gender	<input type="text" value="Select Gender"/>
Title	<input type="text" value="Select Title"/>

Address

Country	<input type="text" value="Select Country"/>
Region	<input type="text" value="Select Region"/>
Zone	<input type="text"/>


- Under Basic Information Section please fill all the required information carefully.
- Then click the  button
- You will receive Profile Updated Successfully Message

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Edit Profiles -Step 1/4 - (Basic Information) [Next >](#)

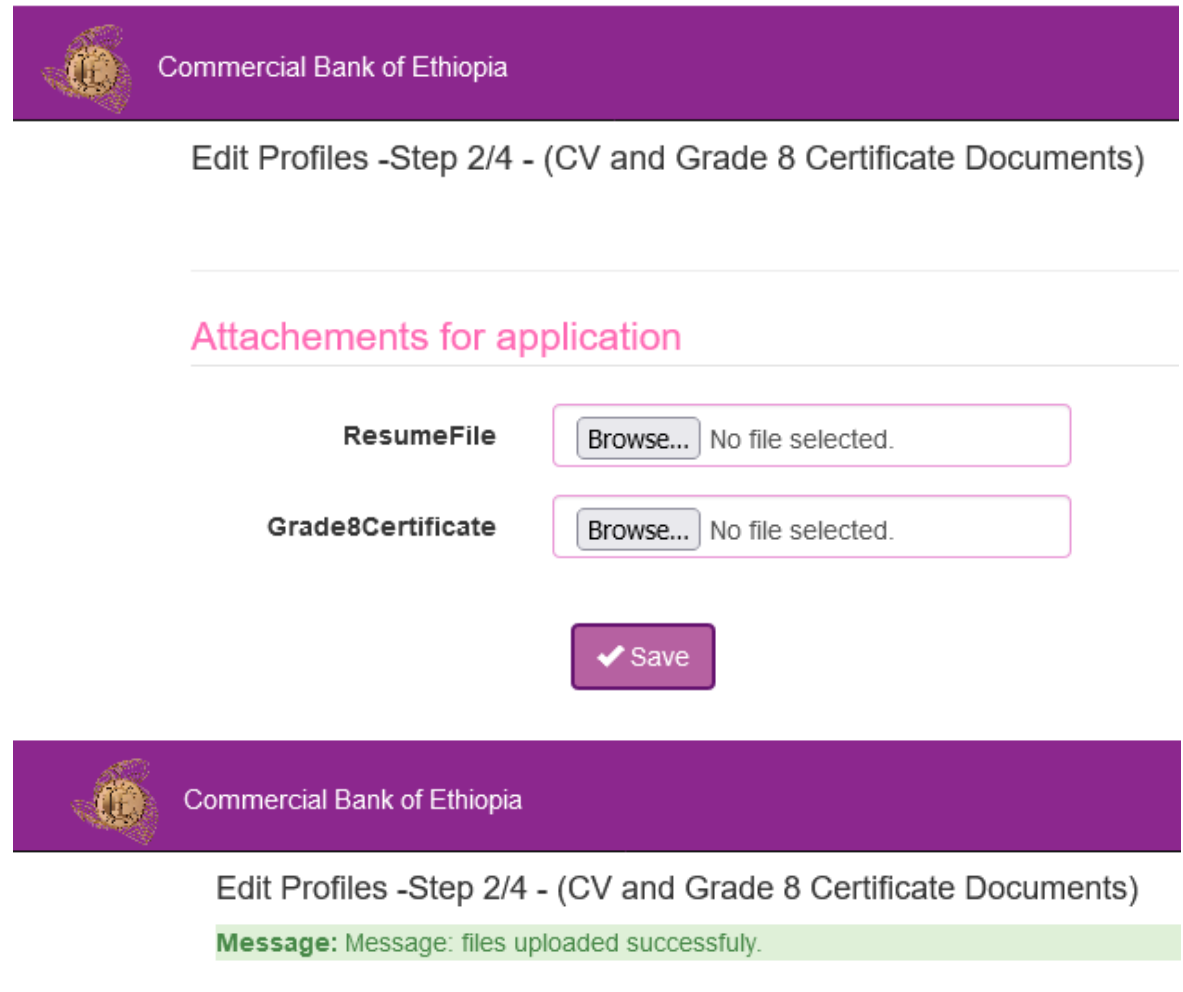
Message: Profile updated successfully.

Basic Information

- Click  button

Step Two: Attachments

- In this section you are required to attach CV and 8th Grade Certificate.
- Click  button to select your documents from your device.
- Click  button
- You will get files uploaded successfully message.



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Edit Profiles -Step 2/4 - (CV and Grade 8 Certificate Documents)

Attachements for application

ResumeFile No file selected.



Grade8Certificate No file selected.

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Edit Profiles -Step 2/4 - (CV and Grade 8 Certificate Documents)

Message: Message: files uploaded successfully.

Step Three: Qualification

- In qualification section you are expected to fill all your Education qualifications with corresponding documents (Diploma is Mandatory, where as cost sharing and transcript are optional, but recommended, depending on the payment of the cost sharing.)
- Click  button to select your scanned documents from your device.
- Click  button

Edit Profiles -Step 3/4 - (Qualification) [← Back](#) [Next →](#)

No qualification added (you can't apply)

Add New Education Qualification

Category	Qualification Type	Department	Qualification Title	Grade (out of 4)	Date Recieved
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value=""/>	<input type="text" value="Select"/> <input type="text" value="Select"/>

Diploma	Transcript	Cost sharing
<input type="text" value="Browse... No file selected."/>	<input type="text" value="Browse... No file selected."/>	<input type="text" value="Browse... No file selected."/>



- Your filled qualification will appear on the upper section with success message
- You can add multiple qualifications, if you have additional, with same procedure.
- Click button

Edit Profiles -Step 3/4 - (Qualification) [Back](#) [Next >](#)

Registered Education Qualification

SubDepartment	Grade	Diploma	Transcript	CostSharing	
Accounting	3.8	Download	Not Attached	Not Attached	Delete



Message: Your qualification has been saved successfully and you can also add another qualification if you want .



Add New Education Qualification

Category	Qualification Type	Department	Qualification Title	Grade (out of 4)	Date Recieved
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/> <input type="text" value="Select"/>

Diploma	Transcript	Cost sharing
<input type="text" value="Browse... No file selected."/>	<input type="text" value="Browse... No file selected."/>	<input type="text" value="Browse... No file selected."/>

Step Four: Experience

- If you have working experience(s), list all carefully
- Click  button to select your scanned documents from your device.
- Click  button

 Commercial Bank of Ethiopia Welcome, test 


Edit Profiles -Step 4/4 - (Employment History) [← Back](#) [Finish →](#)

No Job experience added (you can't apply to vacancies, that require experience)


you can skip this profile (Employment History) page if you don't have work experience and you can apply to vacancies that do not require experience. [Vacancy List](#)



Add New Employment History

Job Category	Employer	Job title	Start Date	End Date	Experience Letter
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm / dd / yyyy"/>	<input type="text" value="mm / dd / yyyy"/>	<input type="text" value="Browse... No file selected."/>




[← Back](#) [Finish →](#)

- You will receive success message with experience listed on the upper section
- You can add multiple Experience listings, if you have additional, with same procedure.
- Click  button


Commercial Bank of Ethiopia
Welcome, test 

Edit Profiles -Step 4/4 - (Employment History) [← Back](#) [Finish →](#)

Registered Employment History

Employer	Title	Duration	Duration (Year/s)	ExperienceLetter
sample employeer	accountanet	01-Sep-2021 -> 01-Oct-2021	0.08	Download  Delete


Message: Your experience has been saved succefully and you can also add another. .

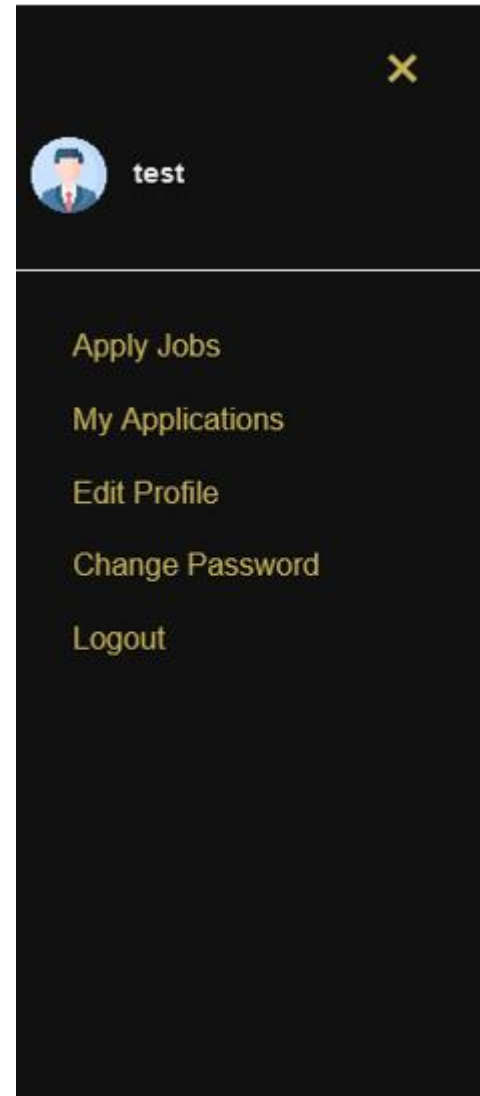
Add New Employment History

Job Category	Employer	Job title	Start Date	End Date	Experience Letter
Select ▼	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	mm / dd / yyyy	mm / dd / yyyy	<input type="button" value="Browse..."/> No file selected.

[← Back](#)
[Finish →](#)

Application Process

- Once you have completed your profile successfully you can now apply to vacancy matching your education qualification.
- To apply for jobs go to the menu button  from upper right corner of the site.
- From the listed links select **Apply Jobs** menu.
- You will be redirected to page containing available Vacancy lists.



Application Process

- Alternatively you can search for jobs on home page with keywords using  button or  button.



Welcome

Search Vacancy

Vacancy Keyword: 

2 Job Applications Available

[View All](#) 

Thank you for your desire to work with us!







Application Process


- Click  [Details](#) or  [Apply](#) buttons to apply to specific job application listed.



CBE Vacancies


Job_Title	Name	Organization_Name	Location	Deadline	Detailed_Description	
Banking Operation.Bank Trainee	IRC23086	Business Related	A.A,ET	10-Oct-2021	"Educational Qualification: BA Degree i ...More	 Details  Apply
Information Systems.Data Center Facility Lead architect/Consultant	IRC23312	Engineering Related	A.A,ET	02-Dec-2021	"B.Sc./M.Sc.Degree in Electrical,Power ...More	 Details  Apply

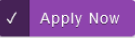
Application Process

- Brief details of the vacancy will be listed.
- Click 

Commercial Bank of Ethiopia Welcome, test

Details - Banking Operation.Bank Trainee

Job_Title	Banking Operation.Bank Trainee	
DepartmentName	Business Related	
Date_Posted	10-Oct-2021	
Deadline	10-Oct-2021	
Job_Requirements	"Educational Qualification: BA Degree in Economics, Management or Accounting or other business related fields from recognized university."	
Vacancy_Raised_By	011514	
Vacancy Type	Local	
Currency	ETB	
Sum_of_Job_Experi...	0	
Maximum Age	30	
Minimum Grade	2.5	
Years_of_Graduation	2019,2020,2021	

[Back to List](#) | 



Application - Banking Operation.Bank Trainee

Job Title Banking Operation.Bank Trainee

VacancyCode IRC23086

VacancyGroupCode 1

Job Experience (Years) 0

Your Grade 3.8

Maximum Age 30

Your Age 26

CAPTCHA




Put Code Here

Submit Application

Apply Job

[Back to List](#) | [Back to List](#)

Application Process

- Confirm Vacancy Submission by filling only CAPTCHA field.
- If there is an error on the listed information, please go back and edit on your profile.
- Click  button for submission

Application Process

- If your qualification details match to the vacancy requirement you will receive success message as shown below.
- You can find your applications listing under **“My Application”** section of the side bar menu.



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Welcome, test



Application Status

Message: Your application to this vacancy has been submitted successfully.

Back to [Vacancy List](#) || Go to [My Applications](#) list.

