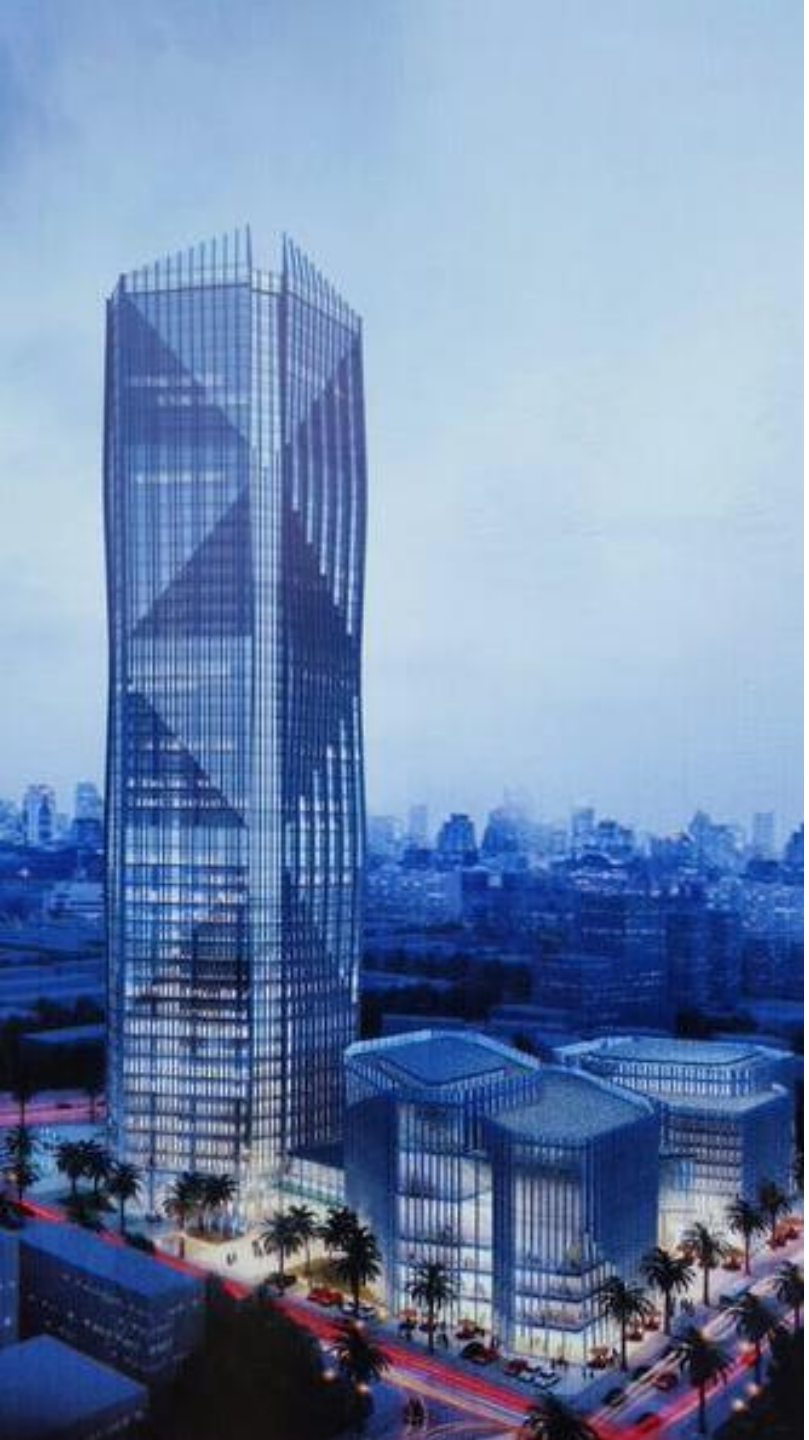
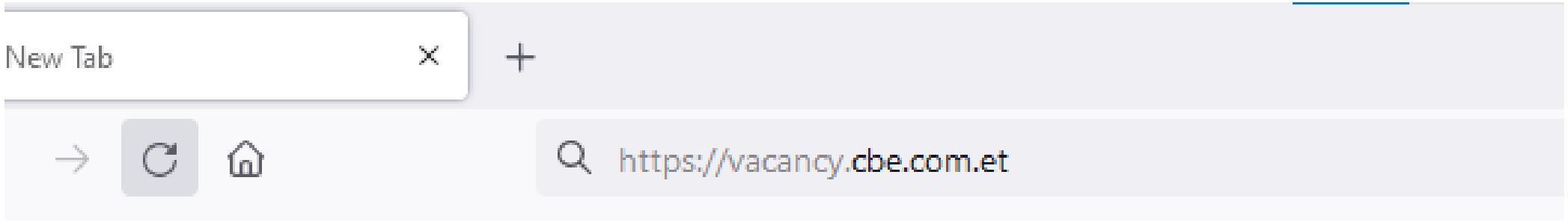


CBE Vacancy Site

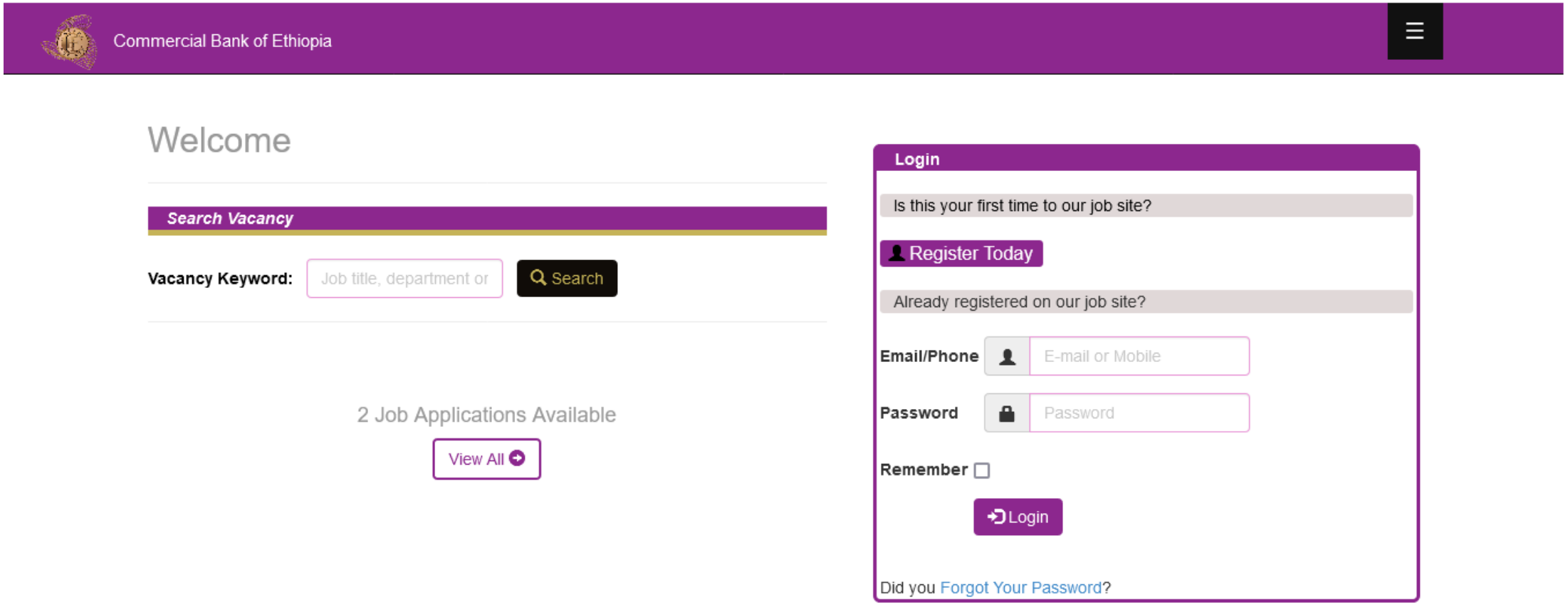
User Guideline

Visit CBE’s Career Site

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



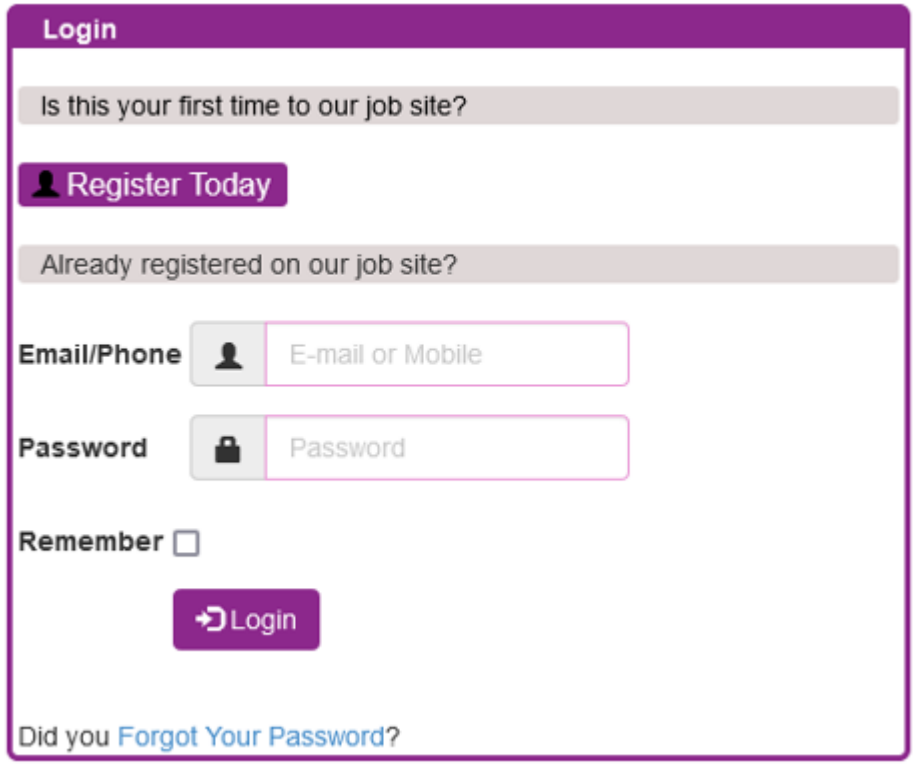
- You will be redirected to vacancy site login page



Login to the site

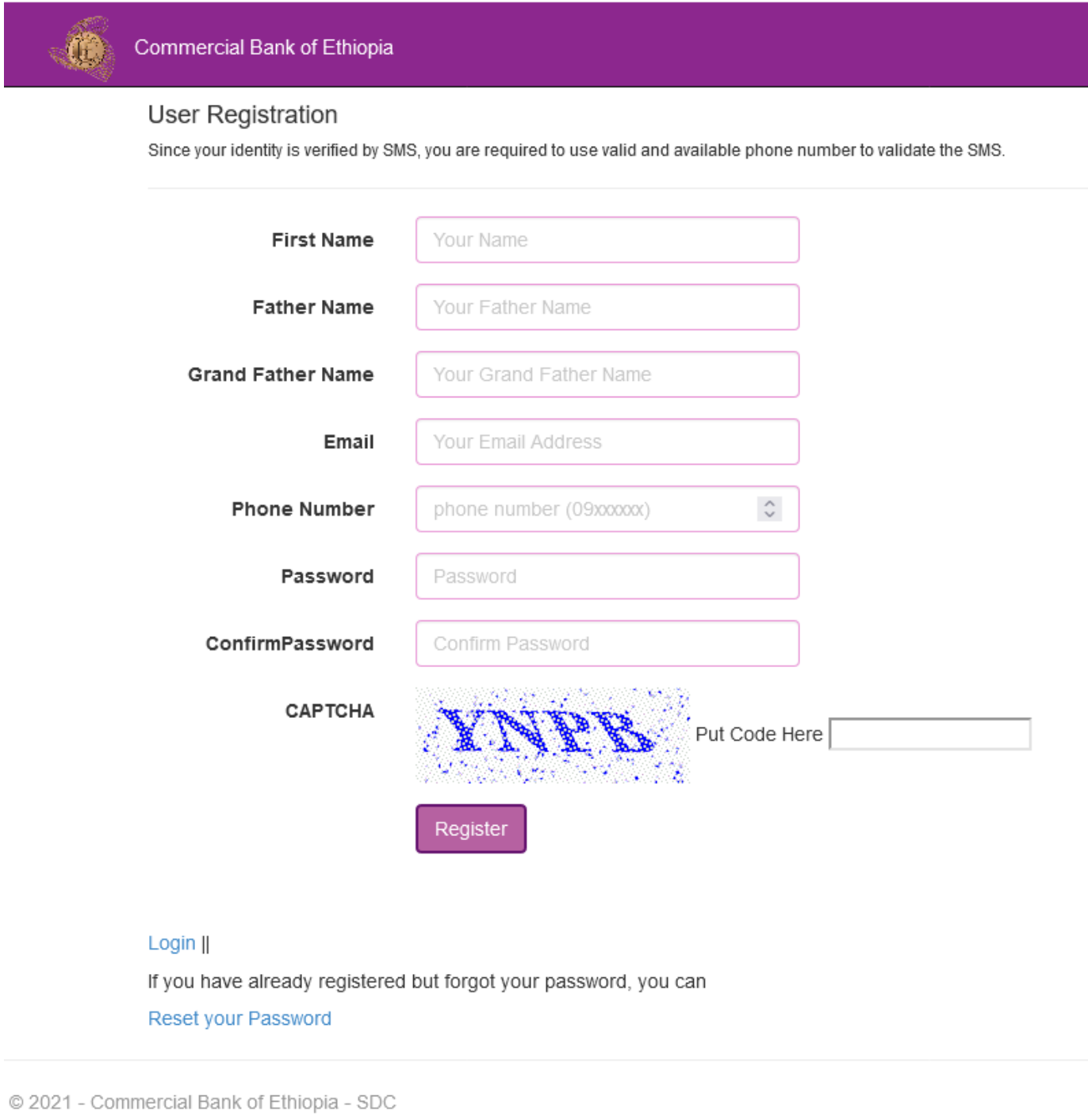
- **If you are new to the site**
  - Click the button.
  - You will b Register Today o registration page (shown on the next page)
- **If you have already created account**
  - enter your **email** or **mobile phone number** with password and click on the button.

Login



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 Register button



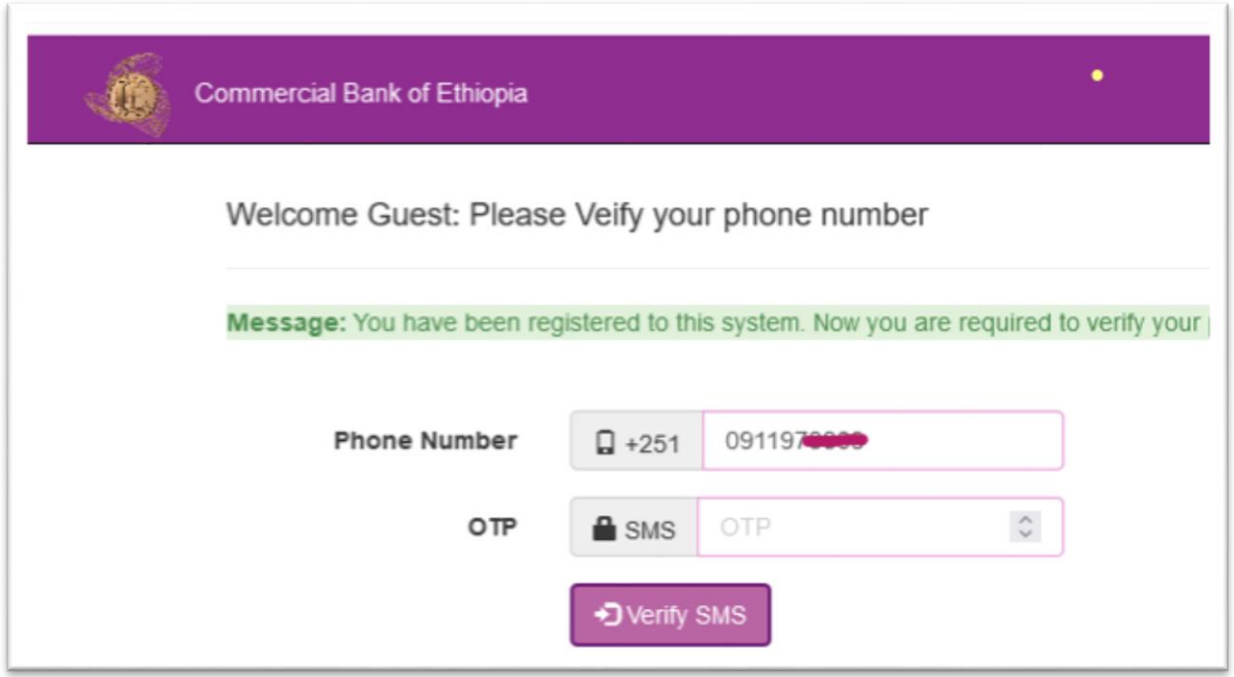
SMS Verification

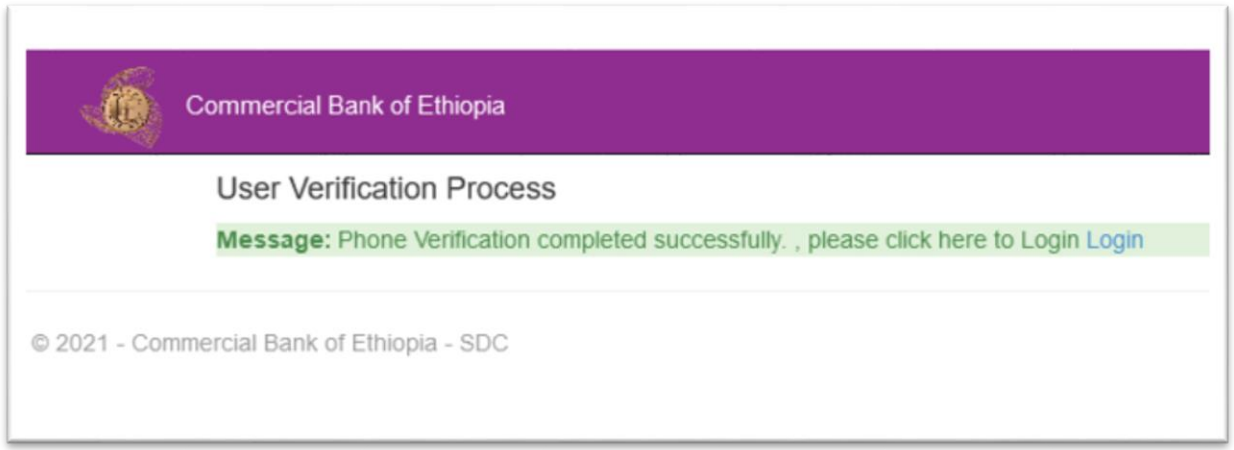
- Enter the OTP you have received through SMS and click

button.

OTP = One Time Password

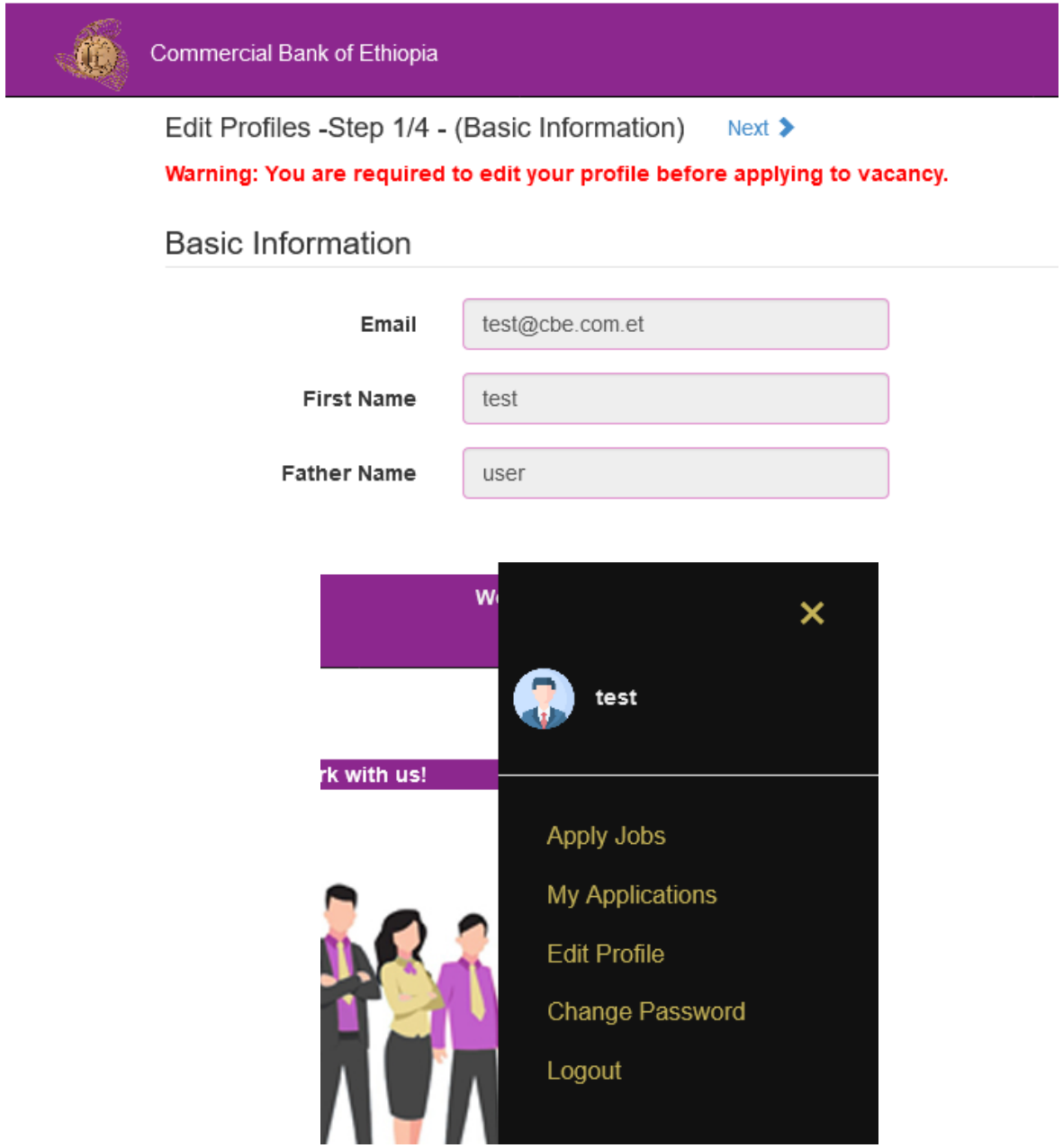
- If OTP is correct, a message saying **“completed Successfully”** will be displayed.
- Click on login link to proceed to your application.



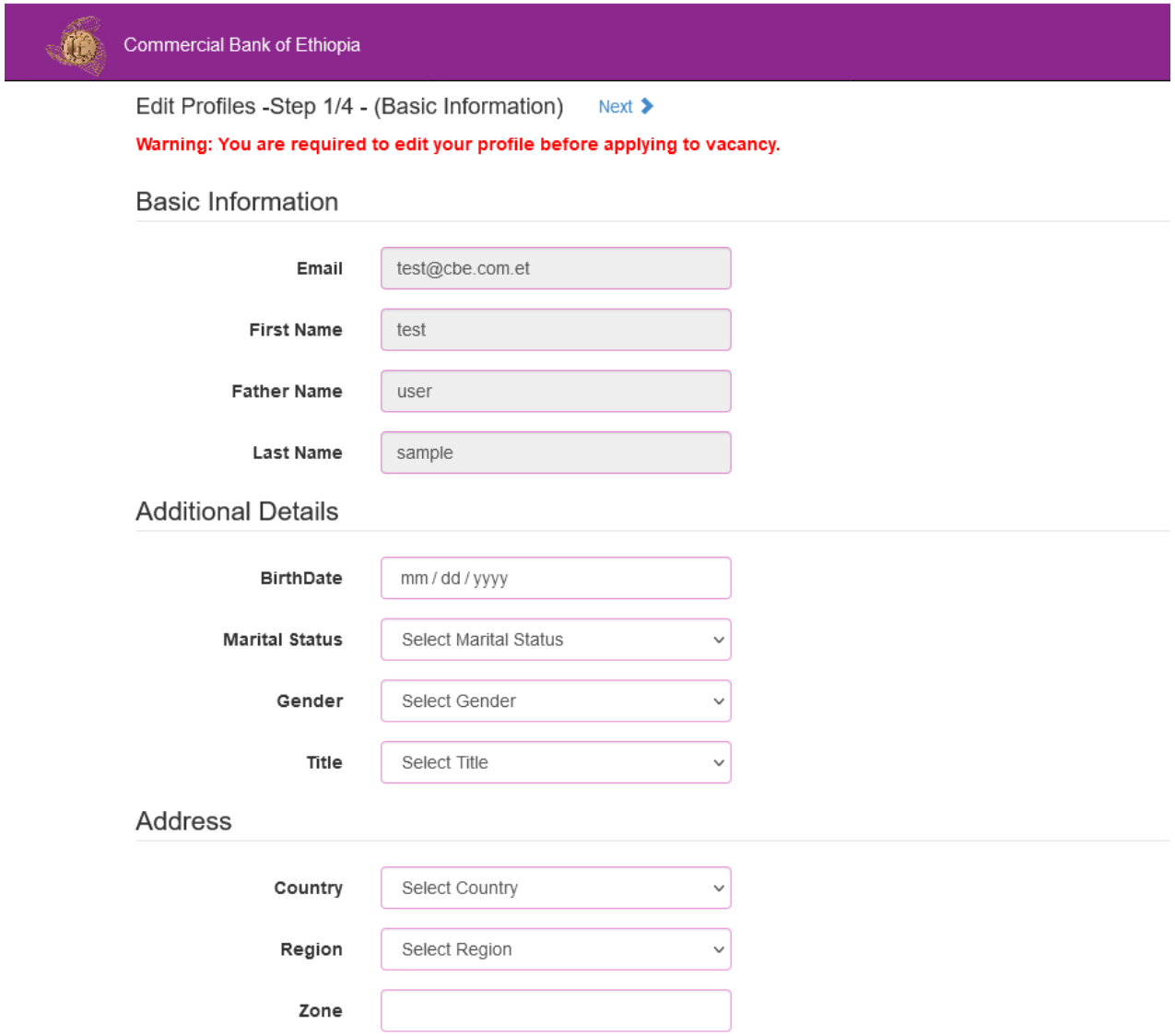


Application Process

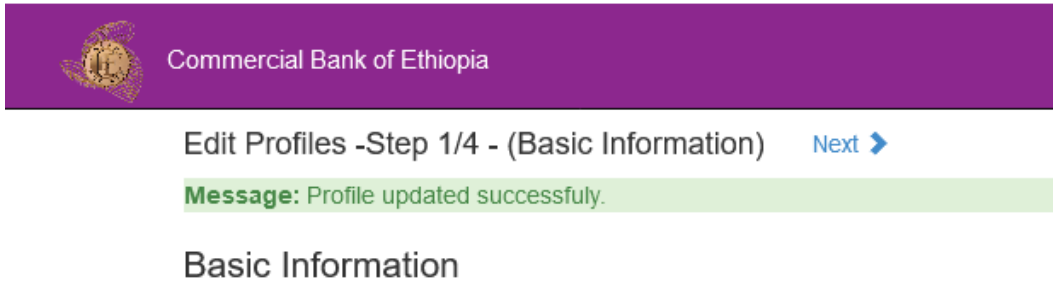
- If its your first login, you will be automatically redirected to profile section.
- Carefully fill your profile
- Profile registration process has 4 Steps.
- You can also edit your profile later at “Edit Profile” section under the Side Bar if there is any.



Step One: Basic Information



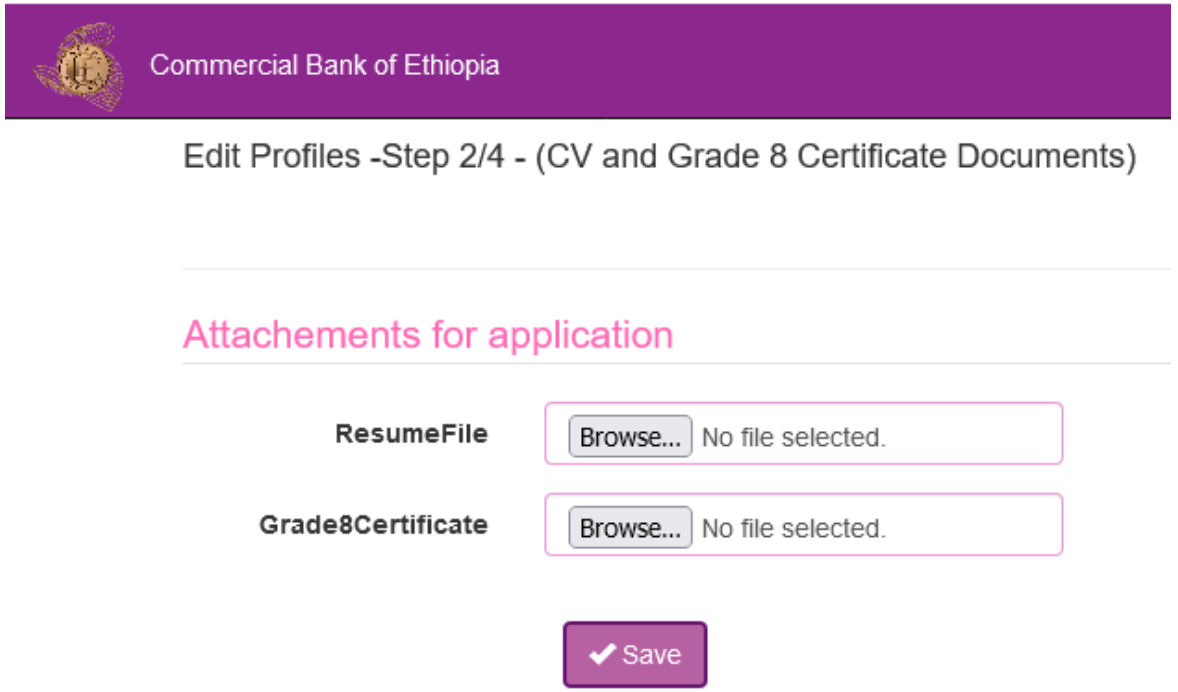
- Under Basic Information Section please fill all the required information carefully.
- Then click the ✔ Save button
- You will receive Profile Updated Successfully Message

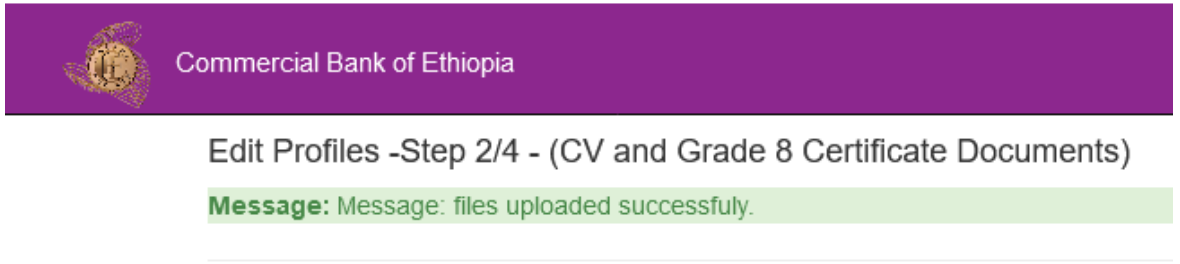


- Click Next button

Step Two: Attachments

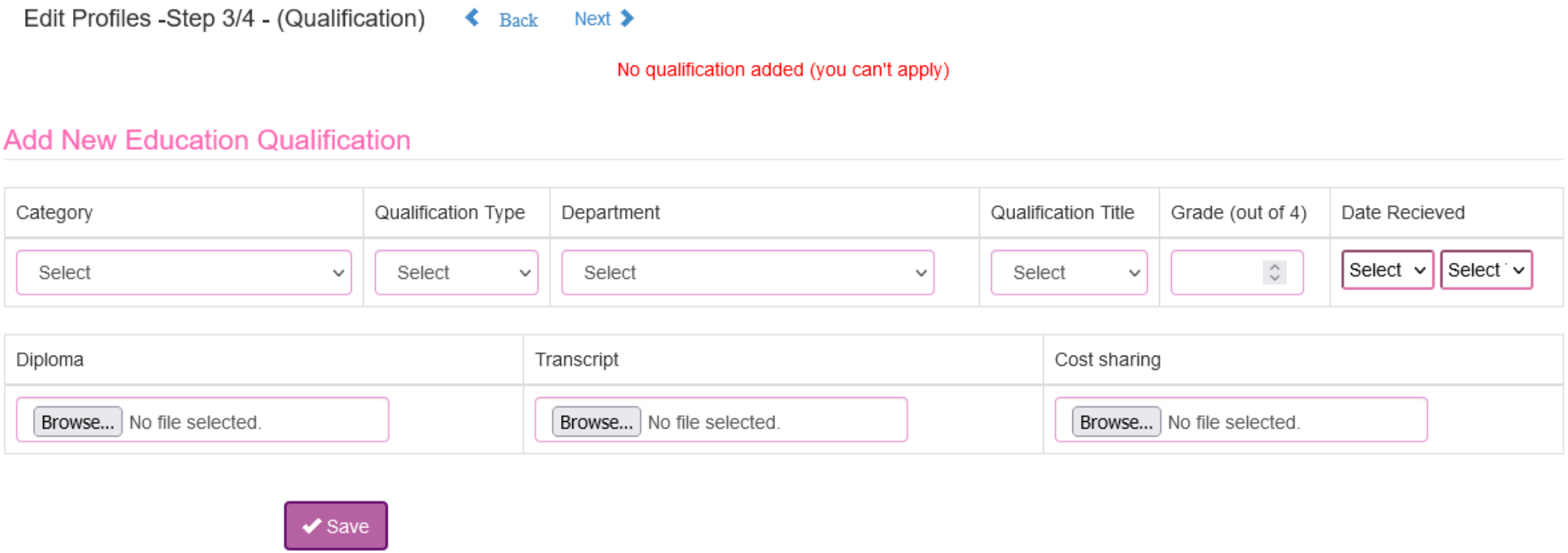
- In this section you are required to attach CV and 8th Grade Certificate.
- Click Browse... button to select your documents from your device.
- Click ✔ Save button
- You will get files uploaded successfully message.



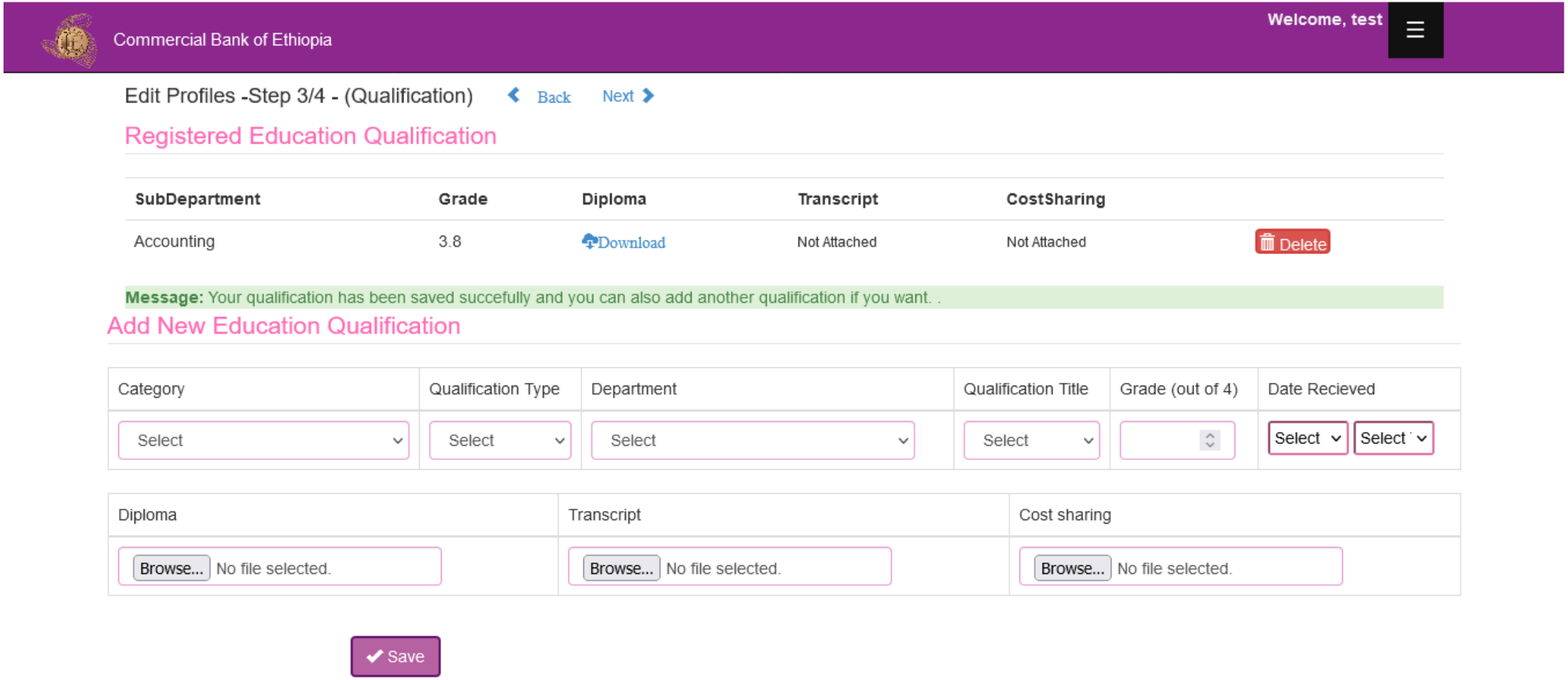


Step Three: Qualification

- 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 Browse... button to select your scanned documents from your device.
- Click ✔ Save button

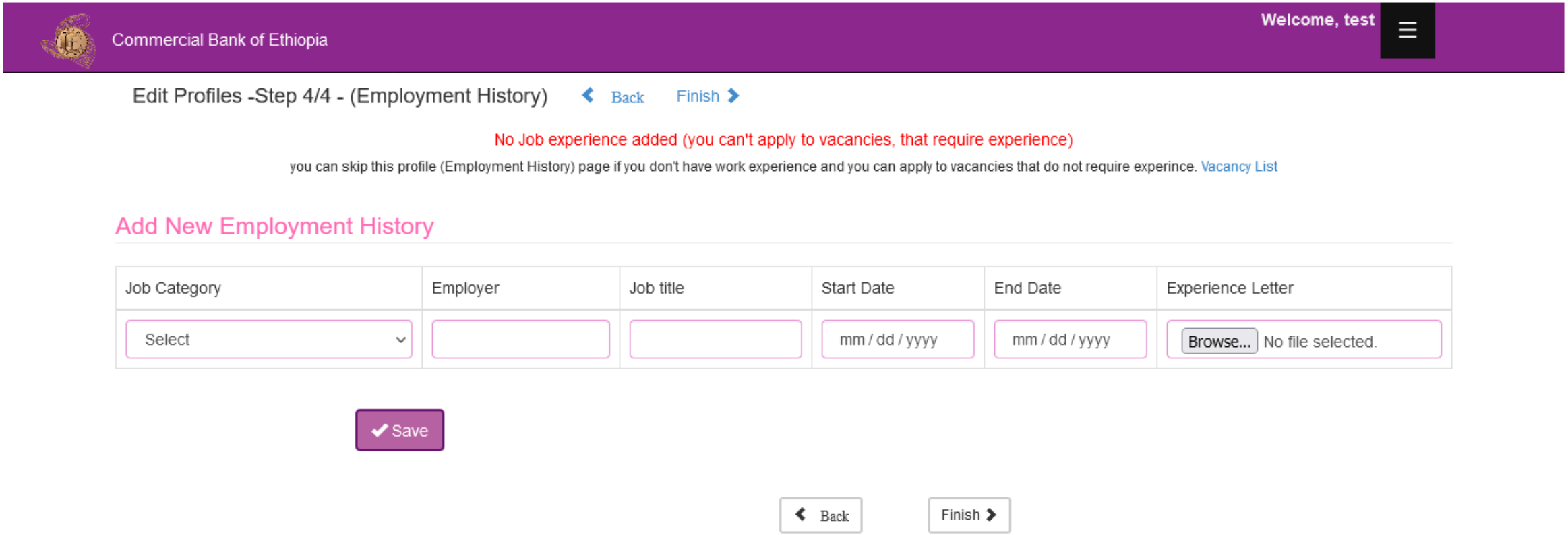


- Your filled qualification will appear on the upper section with success message
- You can add multiple qualifications, if you have additional, with same procedure.
- Click Next button

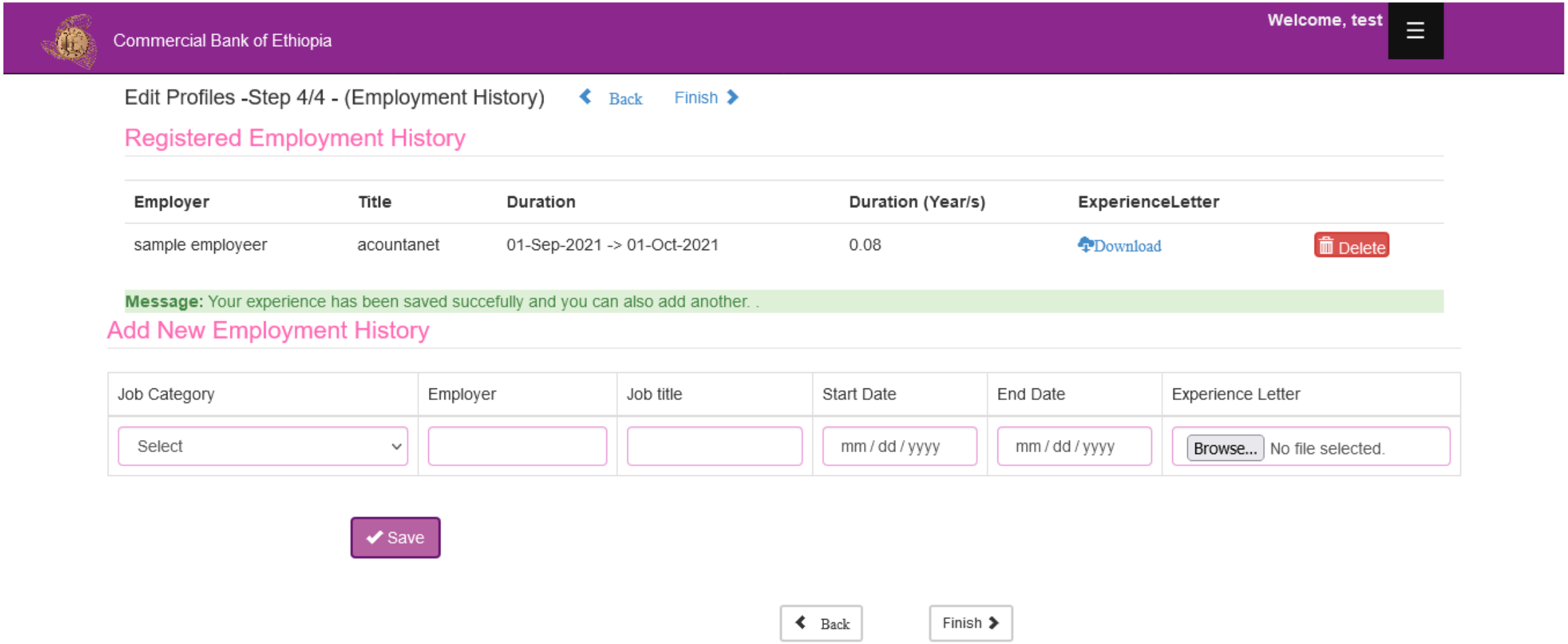


Step Four: Experience

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



- 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 Finish button

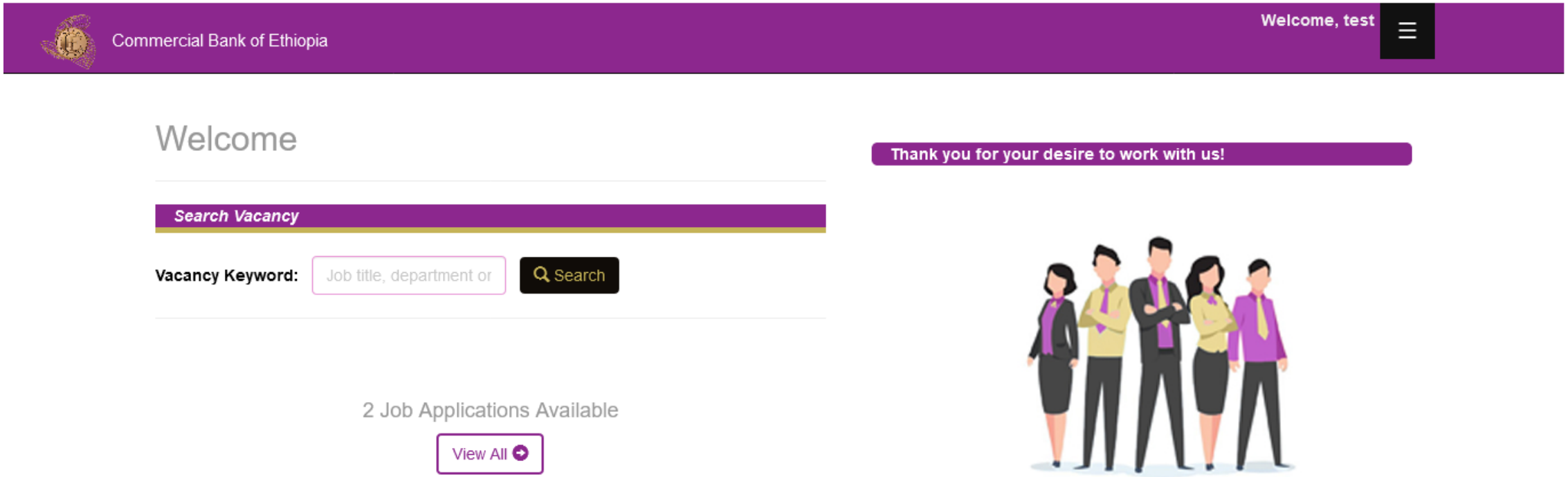


Application Process

- 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.

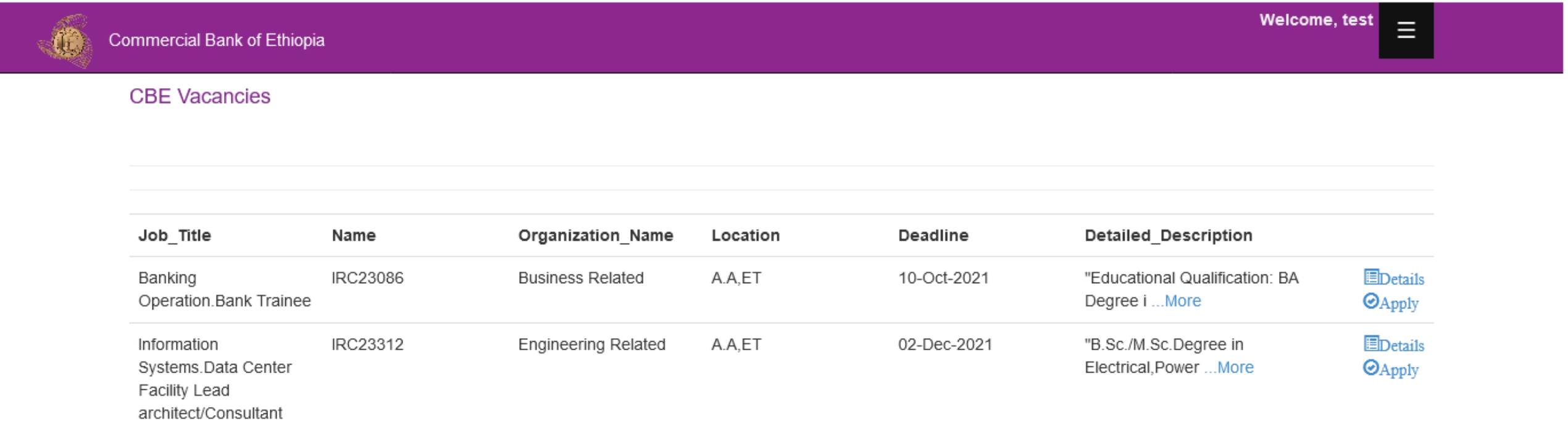
Application Process

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

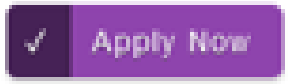


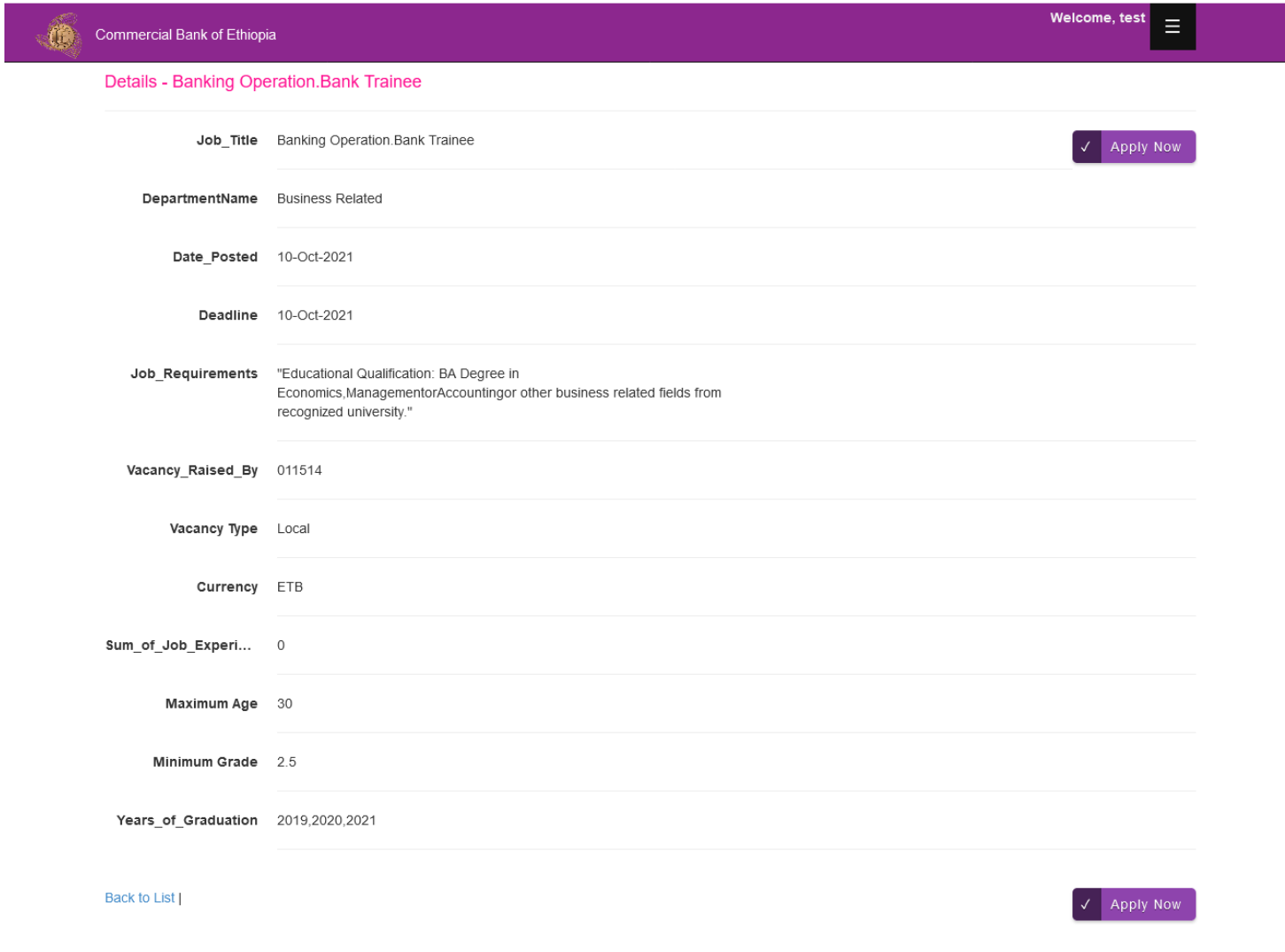
Application Process

- Click Details or Apply buttons to apply to specific job application listed.



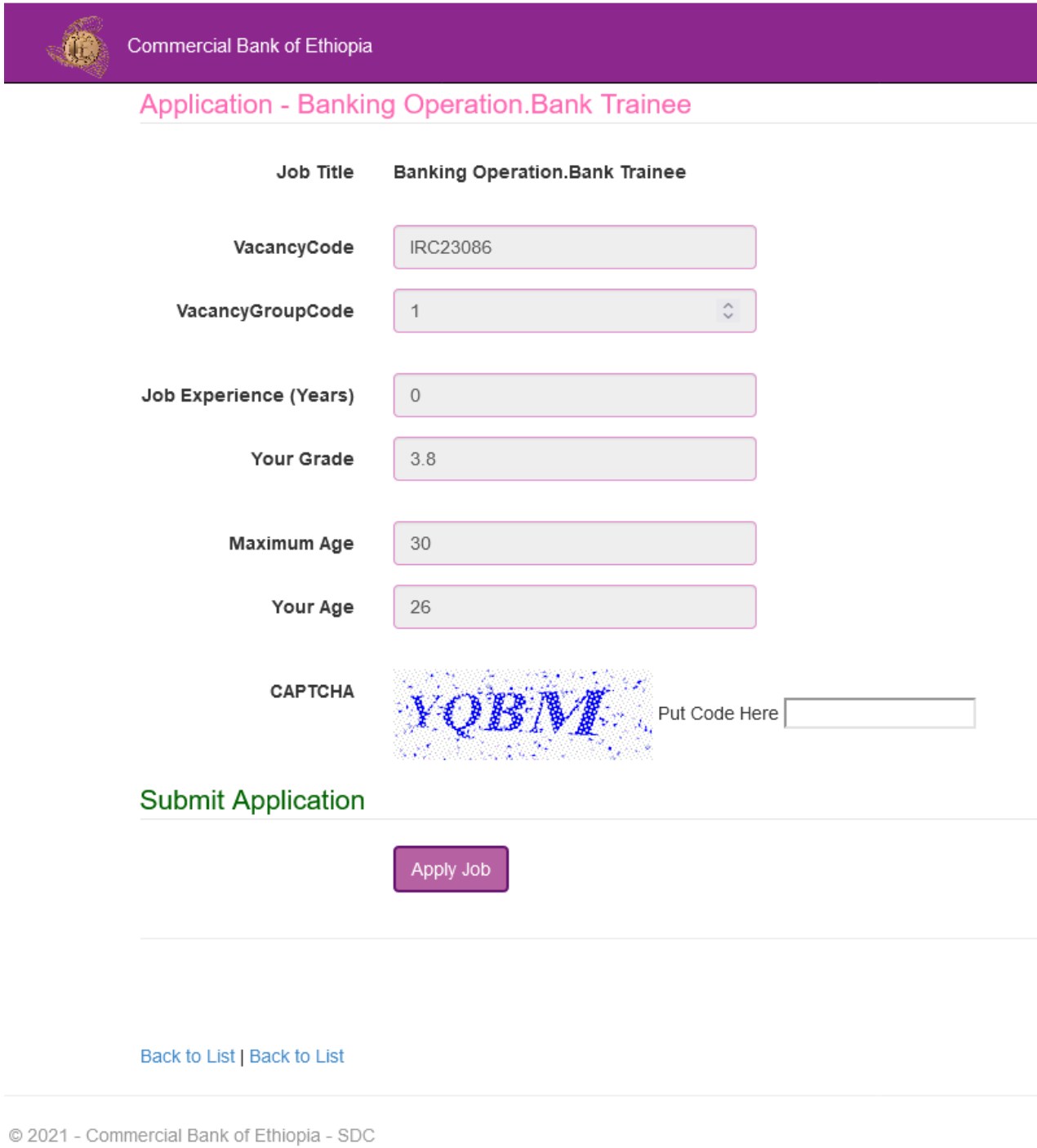
Application Process

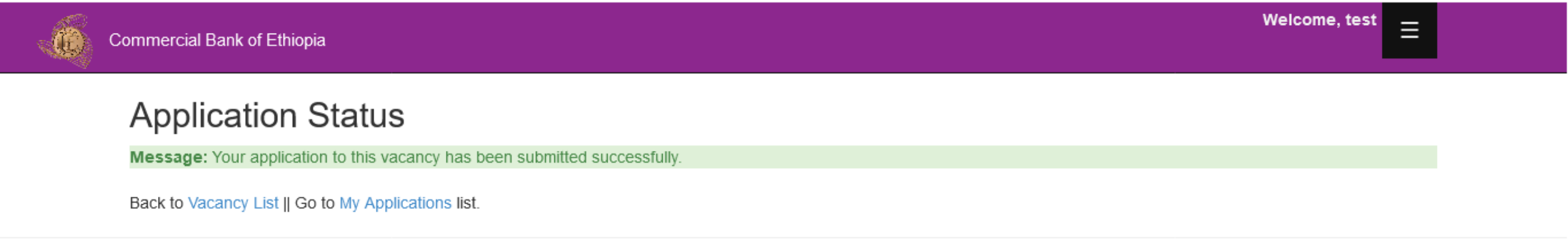
- Brief details of the vacancy will be listed.
- Click 



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 Apply Job 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.