



KPA E-RECRUITMENT USER GUIDE-EXTERNAL CANDIDATES

Human Resources – E-Recruitment (User Guide _ External)



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1. INTRODUCTION

SAP E-recruitment handles the entire recruitment process chain, from planning through attracting, hiring, and retaining employees. The diversity of functions, such as electronic screening, filtering, sorting, and ranking optimizes the work of the recruiters.

The main functions carried out in this system are: -

- Registration of applicants
- Job search
- Application of Jobs

Pre-requisites:

- i. Applicant needs to have a valid E-mail and National Identity Number (ID) before embarking on the registration process.
- ii. Enter your E-mail cautiously because a Confirmation Link will be sent to that particular E-mail address.
- iii. You have to register as an applicant before applying for any Job.
- iv. While at registration if you experience any error, please take the screen shot of the same by pressing the "Print Screen" button from the key board. Attach the screen shot and mail it to **erec@kpa.co.ke** stating the problem encountered.
- v. When faced with challenges during profile creation or application, log your problem to **erec@kpa.co.ke**.
- vi. This application is supported by Internet Explorer 9 or higher, Mozilla Firefox, and Chrome. Ensure that you are using the above-mentioned browsers only.



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- vii. The scanned copies of your CV and Passport size photo should both be in PDF format only. No other file formats will be accepted by the system.
- viii. Please Disable Pop-up Blocker on your Web Browser.
- ix. The confirmation mail will be received within 5-10 minutes of initial registration. So, kindly wait to receive the confirmation mail.
- x. Zoom the document in case some of the screen shots are not legible.

N/B Any other clarification on careers can be directed to careers@kpa.co.ke

1.0 REGISTRATION

Step one: **Registration Form**

Please complete the registration Form. The fields marked with an asterisk (*) are mandatory. Once you have clicked on "**Register Now**", the system generates an automated e-mail with a link to confirm your email address.

To complete the registration process click on the link provided in the mail and enter your details and the user name (alias). The email will be received within 5-10 minutes and please note that once you have registered, you will use the assigned username to access this site in future.

Registration

Do you want to find out more about your career options in our company?

About the Kenya Ports Authority (KPA): is a Commercial and Strategic State Corporation mandated to charter, operate, manage and regulate all sea and inland waterways ports in Kenya. It is approved to conduct the port of Mombasa as a competitive regulator. The Port of Mombasa is the gateway to East and Central Africa, and is one of the busiest Ports along the East African coastline. The Port provides direct connectivity to over 60 ports worldwide and is linked to a vast network comprising Uganda, Rwanda, Burundi, Sudan, Chad, Ethiopia, Congo, Tanzania, Malawi, Southern Sudan, Somalia and Djibouti to name a few. It also runs from the Port to Uganda.

Name

First Name:

Second Name:

Last Name:

Mean Date

Day:

Month:

Year:

Password:

Repeat Password:

Email:

Repeat ID field:

I agree that the specified e-mail address is correct. This is necessary so we will contact you via the specified e-mail address.

Data Privacy Statement

Confirm that you agree our data privacy statement

The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

I have read the data privacy statement and I accept it



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Before you complete your registration, you must accept that you have read the data **Privacy Statement** by selecting the relevant checkbox on the Registration Screen “ ***Yes I have read the Privacy statement and I accept it.***”

When you click on the **Register** pushbutton, a dialog box appears with a message thanking the candidate for their application



Step Two: Login

To continue with the application, check your e-mail address and click the embedded link provided to access the **Personal Career Pages**.



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Your Registration

Dear testalias,

Thank you for registering your details on our career page.
Your user name is TESTALIAS.

To confirm your e-mail address and complete the registration process click the following link:

<http://sapdev.Kenya-Ports.com:1080/sap/bc/erecruiting/verification?param=Y2FuZGlkYXRlX2hyb2JqZWNOPTAXTkE1MDA3OTQ4NiZjb3JyX2FjdF9ndWlkPTE2MDYyREE5NEY2MjFFRTRlBOTkwMUZBREVGRRDBDRjAx&sap-client=240&sap-language=EN>

Note that the link to confirm your e-mail address is valid for the next 14 days.

Yours faithfully,

Recruiting team.

KENYA PORTS AUTHORITY

Now that you have registered, you can use your login details (username /ID and password) to login to the KPA career site.



The overview page is opened with links for further navigation by clicking on link '**Personal Career Pages**'.

Please note the validity period of the link is 14 days.



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If the mail link does not work, then copy the URL and paste it to the browser directly.

2.0 APPLICATION WIZARD

2.1 CREATION OF YOUR PROFILE:

Step One: Personal data

Click on "Personal Data" tab and fill the required details.

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Overview and Release 7 Completed

Previous step Next Step

What are your personal details?

Form of Address: -- Select --

Title: -- Select --

First Name: * First Name

Last Name: * Last Name

Gender: * Male

Date of Birth: *

Disability: * No

ID No. *

Second Title: -- Select --

Second Name:

Ethnicity: * -- Select --

PTH No. *

Internet References

Type of Internet Reference: -- Select --

Link: http://

Description:

We thank all applicants for their interest. However, only those candidates selected for interview (i.e. shortlisted) will be contacted. For candidates who are successful at the interviews, appointment will be subject to satisfactory and complete verification of academic and professional qualifications as well as employment details, where applicable. Applicants will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 which are as follows:

- Certificate of Good Conduct from the Directorate of Criminal Investigations;
- Clearance Certificate from the Higher Education Loans Board;
- Tax Compliance Certificate from the Kenya Revenue Authority;
- Clearance from the Ethics and Anti-Corruption Commission;
- Report from an Approved Credit Reference Bureau.

E-mail or hard copy applications will not be accepted. Only those applications submitted through the KPA e-recruitment portal will be considered.

I agree

Once you have completed updating this step (page), check on the box indicated above "I agree" to enable you move to the "Next Step" and continue to the next road map step.

Note that **fields marked with an asterisk are mandatory** and have to be completed before navigating away from this page.



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Step Two: Education/Training

Click on the “Education/Training” tab and fill in your Academic and Professional qualifications **beginning with the highest qualification** that is relevant to the position you are applying.

When you have entered the necessary information, click “OK” to save the information.

Click on “Add” for each new entry.

The screenshot shows the 'My Profile' interface with a navigation bar containing tabs: Personal Data, Education/Training, Work Experience, Preferences, Attachments, Overview and Release, and Complaint. The 'Education/Training' tab is active. Below the navigation bar, there are instructions: 'Which courses of study have you completed?' and 'List all the courses of study you have completed:'. An 'Add Education' modal window is open, containing the following fields:

- Educational Institution: [Text Input]
- Start Date: [Date Picker]
- Country: [Dropdown Menu]
- Level: [Dropdown Menu]
- Education Type: [Dropdown Menu]
- Field of Education: [Dropdown Menu]
- Subject: [Text Input]
- If others, please indicate: [Text Area]
- End Date: [Date Picker]
- Education Level: [Dropdown Menu]
- Highest Degree/Certificate: [Dropdown Menu]
- Grade: [Dropdown Menu]

Buttons: OK, Cancel

Click “Next Step” to move to the next screen.

Step Three: Work Experience

Your work experience details need to be entered in this tab.



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Click on the “Add” button for each individual job details stating the period worked in the organization and indicate the latest position held under **Job Title**.

Click the “OK” button in the new window to save the information you have entered. If you have worked in more than one job, click the add button to add the various work experiences.

The screenshot shows the 'My Profile' page with the 'Work Experience' tab selected. A modal window titled 'Add Work Experience' is open, allowing the user to input details for a new job. The fields include: Employer (text input), Start Date (calendar icon), End Date (calendar icon), Country (dropdown menu), Location (text input), Industry (dropdown menu), Hierarchy Level (dropdown menu), Job Title (text input), and Description (text area). The 'OK' and 'Cancel' buttons are located at the bottom right of the dialog box.

Step Four: Preferences

Enter your job preferences in this screen

The screenshot shows the 'My Profile' page with the 'Preferences' tab selected. The page contains several sections for job preferences: 'Interest Group' (dropdown), 'Salary Expectations' (dropdown), 'Contract Type' (dropdown), 'Employment Package' (dropdown), 'Intelligence to Transfer' (dropdown), and 'Employment Preferences' (text area). There are also 'Add' and 'Remove' buttons for the 'Employment Preferences' section.

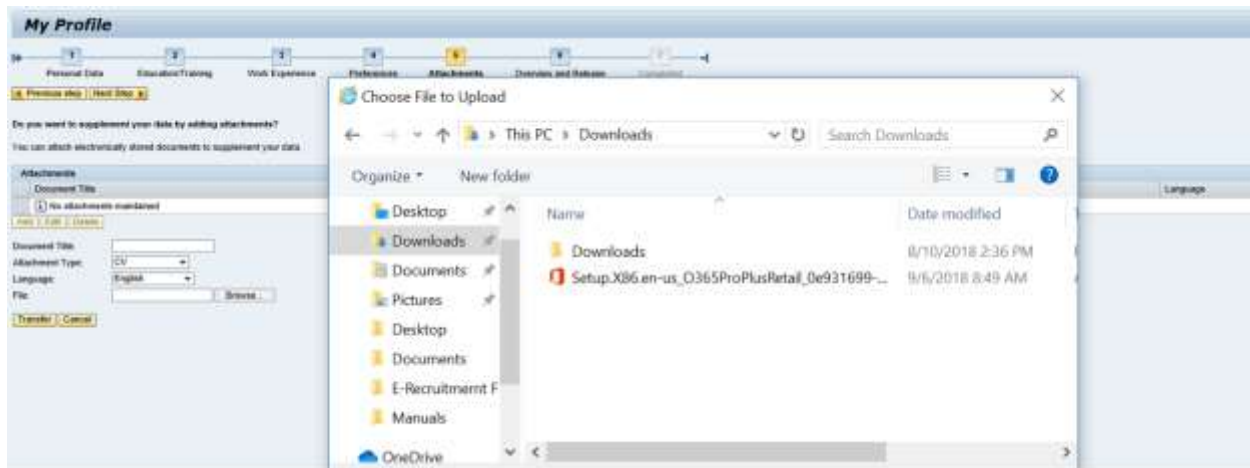


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Step Five: Attachments

This tab is for uploading your passport size photograph and CV in PDF format only.

Click on “Add” Then click on “Browse” to locate the document. (The document may be stored in your computer/ USB drive etc.).



Select the document and click “open” Then enter the title of the document into the “Document title” field”. Repeat the above steps for the next document. Click on upload button to upload each document.

Click on “Employment Opportunities” tab to check for any Job openings. If they are no job openings you can attach your application for future Job openings through the “Job Search” link.

You can change your user name, delete registration and check your inbox for applications submitted by yourself.

Step Six: Overview & Release

Click on this step “Overview & Release” for the KPA recruiters to access your profile.

You can display your data in the Data Overview to confirm that all the relevant details have been captured.



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My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Overview and Release 7 Completed

[Previous step](#) [Complete](#)

Do you want to be considered for open job vacancies?

I want to release my profile in order to be considered for other employment opportunities as well.
For this purpose, other recruiters can access my data in accordance with the data privacy statement.

Confirm that you accept our data privacy statement
[Data Privacy Statement](#)

We endeavor to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

Yes, I have read the data privacy statement and I accept it.

[Complete](#)

Data Overview

Personal Data		
Form of Address	First name	
Mrs	Kathie	
Academic Title 1	Last name	
BBT	Wambua	
Date of Birth (DD/MM)	Sex	
11/01/1970	Female	
ID Number	Company PIN Number	Disability
999999	AA00010000	N

Communication Data

Other Addresses

No other addresses available

Telephones

Document Title	Attached Type	Language
CV_Form_Protocol.pdf	CV	English

Click on the "Complete" pushbutton to complete the application process.

This changes the status of your profile to "Completed" and you will receive a confirmation message that "your candidate profile was released successfully" as indicated below.

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Overview and Release 7 Completed

Your candidate profile was released successfully.

This shows that your *application is successfully saved and submitted.*



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If you do not get this message your application will still be in "Draft" status and cannot be accessed by KPA recruiters.

3.0 APPLYING FOR A JOB THROUGH JOB SEARCH:

If registered, you need not register again but login with the user name and password you provided.

To do so, click on the following link–<https://.....>

A screenshot of a web browser window titled 'Logon'. The page contains a 'Register here' link, a 'User *' text box with the value 'cmwa', a 'Password *' text box, an 'Accessibility' checkbox, and a 'Log On' button. At the bottom, there are links for 'Change Password' and 'Forgot your password?'.

Enter your username and password.

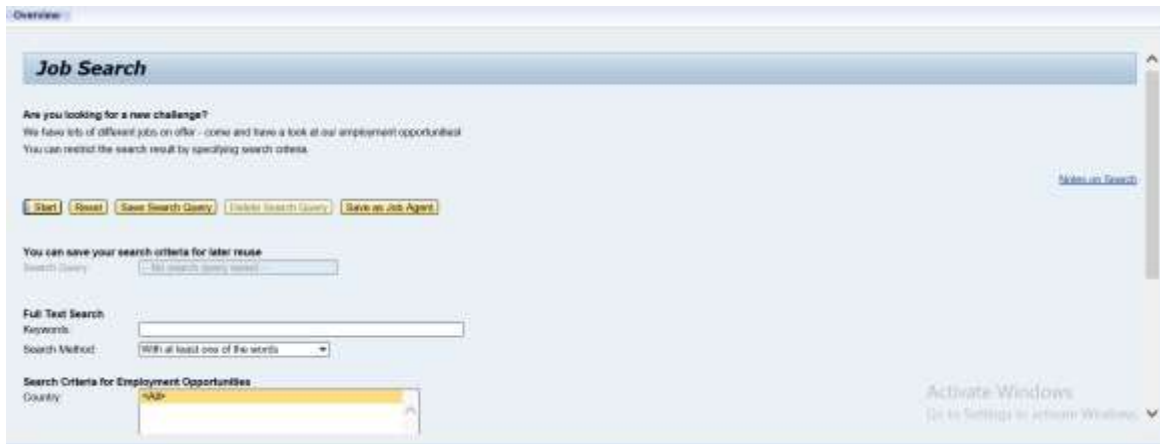
Click on "Logon" to open the "Applicant Cockpit".

3.1 Job Search

Click on the "Employment Opportunities" tab and again on the 'Search' button to display the published job opportunities.

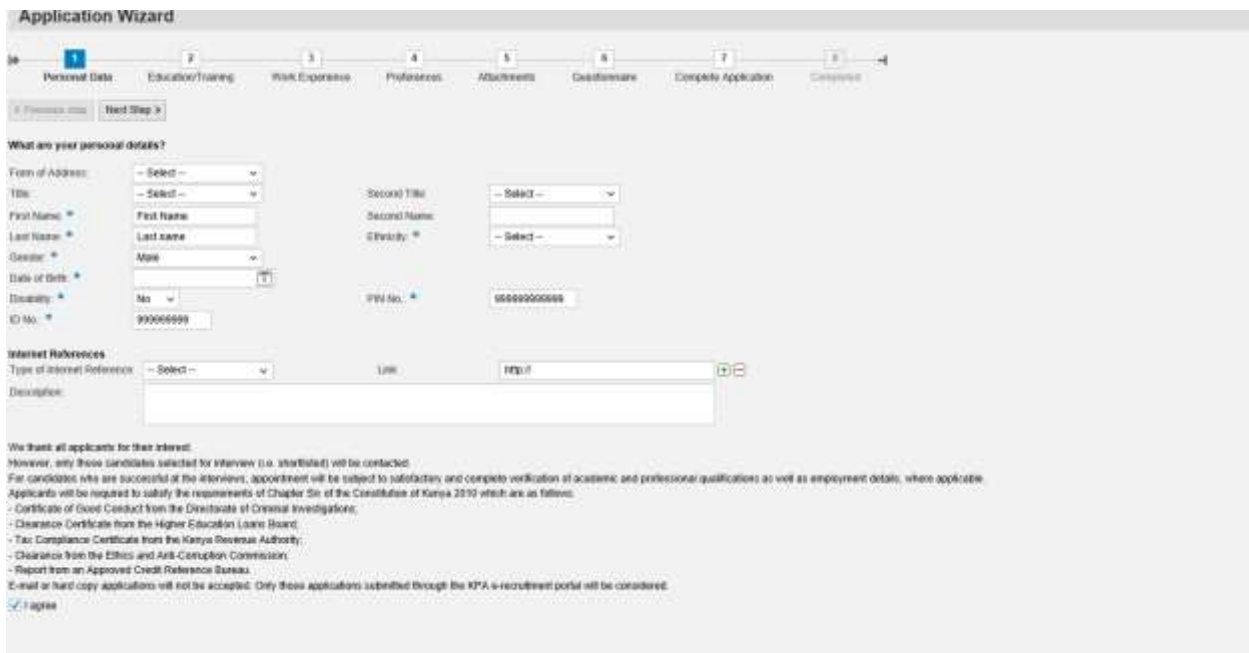


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Click on the Job opening you are interested in.

Click on the "Apply" function to get you to the "Personal Data" tab which you have already filled.



A new window opens in a Pop-up (If not, kindly Disable Pop-up blocker in your Web-browser).

Click on the icon "I agree"



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Click on “next step” and continue filling in the required details in the candidate profile steps.

Note: Complete any **Questionnaire that may** have been assigned to the job posting as seen below:

Application Wizard

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Questionnaire 7 Complete Application 8 Completed

← Previous Step Next Step →

What are your personal details?

3.2 Applying Against a Job:

Overview

Job Search

Are you looking for a new challenge?
Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.
Choose "Create Favorite" to add the job posting to your list of favorites.
You can also change your entry and restart the search.

[Return to Search](#)

Search Criteria

The search was not restricted

Search Result: 3 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorites	Application Fees
COUNTRY BANK REPRESENTATIVE	Container Operations			14.09.2019		14.09.2019
Port Of General Manager Finance	Financial Accounting		31.07.2019	15.09.2019	Activate Favorites	17.09.2019
HEAD OF ADMINISTRATION	Administration		28.08.2019	12.09.2019		12.09.2019

Step One: You can review your personal data, which has already been filled by you. Check the data for accuracy and modify the details provided.

If this is your first visit to the career page, you will be required to proceed with the registration.

Note that fields marked with an asterisk are mandatory and have to be completed before navigating away from this page.