



JobPortunities User Manual

Your A-Z guide to finding your way around our website

www.jobportunities.net

www.facebook.com/jobportunities

JobPortunities



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Introduction

JobPortunities Website

The [JobPortunities website](#) is an electronic recruitment system which brings job seekers and employers together. Features include, amongst others:

- ✓ Online Profile creation
- ✓ Job adverts
- ✓ Automatic linking between available jobs and job seekers via Job Categories
- ✓ Online job applications
- ✓ Notifications

This User Manual contains all the essential information for the user to make full use of the site.

Organisation of the User Manual

The User Manual consist of four sections: Functionality Overview, Getting Started, Using the System, FAQ's and Contact Details.

1. We will start off with a high-level [Functionality Overview](#) which gives an overview of the features available to you and its purpose.
2. The [Getting Started](#) section explains the process on how to register and log into the website.
3. [Using The System](#) provides a detailed description of the features available to you to make the most of your job search.
4. The [FAQ's](#) (Frequently Asked Questions) section contains answers to questions we are asked on a regular basis.
5. Lastly we provide you with additional [Contact Details](#) in case there may be any other questions.

Functionality Overview

Introduction

This section gives a **high-level overview** of the features that are available to you on the [JobPortunities](#) website.

Registration

- **Why? Registration is required** to make full use of the features available at [JobPortunities](#).
- Registration on the website is **FREE** for job seekers.

Registration Form

- This is also the **first step of creating your online profile**. As the details you enter here will form part of your online profile it is important to submit the correct information.
- The **email address and password** you enter on the registration form will be your **login details** when returning to the site in the future.

Confirmation Email

- After registration a **confirmation email will be sent** to this email address in order for you to confirm that you wanted to register. You **must confirm your registration** before you will be **able to log in** for the first time. This prevents other people from using your email address.
- Once you have confirmed your registration you will be able to log in with your email address and password that you provided.

Forgot Password

- If you forgot your password, you can make use of the **Forgot Password functionality** on the log in page.
- ➔ Jump to the [Registration Process](#) details section

Online Profile

- **Why?** The **information you enter here will be used to link you to potential employers and available jobs**.
- Once you log in you will automatically be directed to the Members Area, where you are provided with all the functionality to **complete your online profile**.
- It is imperative to complete ALL these sections and **keep it updated**, as the information you enter here will be used to **link you to potential employers and available jobs**.

Basic Information

- You have already captured your basic information when you registered.
- This page can be used to edit your basic information, as well changing your password.
- ➔ Jump to the [Basic Information](#) details section



Upload CV & Other documents

- **Why?** Employers will view these documents when they get your job application.
 - 'Upload CV and Other Documents' provides you with the functionality to **upload your existing CV/ Resume** as well as other documentation to the site.
 - **Other documents** include amongst others your certificates, degrees, diploma, references and drivers license.
 - While not compulsory to upload all these documents, it does **make it easier for employers** as they often require these documents and it will make your profile more complete.
 - **As a bare minimum you need to upload your CV on this page.**
 - **NB:** Be careful when setting your document's expiry date - once it expired prospective employers will not have access to this file. [JobPortunities](#) will send you a notification about your document that is about to expire.
- ➔ Jump to the [Upload CV & Other Documents](#) details section

Link to Job Categories

- **Why?** Job Categories is the driving force between linking you with relevant jobs. It is imperative that you complete this and keep it up to date.
 - The Job Categories that you select will be used to **link you to prospective employers and available jobs**. It will also **notify you** when a new job is listed that match your skills.
 - You can filter the list by Job Category or Job Sub Category. If you are new to the system it is advisable that you start with the Job Sub Category.
 - There are different ways in which you can filter these lists which will be explained in more detail in the [Using the System](#) section.
- ➔ Jump to the [Link to Job Categories](#) details section

Fields of Study

- **Why?** The Fields of Study is similar to the Job Categories, but relate to the area in which you have qualifications, e.g. courses, diplomas, degrees, etc.
 - When an employer is looking for a person in a certain field of study that matches your selection, your profile will be highlighted.
- ➔ Jump to the [Link to Fields of Study](#) details section

View Online Profile

- **Why?** From this page you will be able to **view your profile as employers** will see it. This is also a summary of the information that will be sent to employers when you apply for a job.
 - **Review** your Basic Information, CV and other documents, linked Job Categories and linked Fields of Study. Ensure that all of the information is accurate.
- ➔ Jump to the [View Online Profile](#) details section

Search for Jobs

- Search for Jobs is the **first step when applying for a job**. This link is available when you are not logged in, but you won't be able to apply for a job.
 - When you go to the Search for Jobs page it will **list all the currently available jobs**. You can **filter** the jobs being shown by any of the fields displayed.
 - If there are vacancies that **match your selected Job Categories**, you will **automatically be linked** to these. You are provided with the functionality to only view these jobs.
- ➔ Jump to the [Search for Jobs](#) details section

View Job Details

- From the Search for Jobs page you can select the position you are interested in and **view details on the job**.
 - The View Job Details page will give you more information on the position, as well as information on the employer and the opportunity to apply for the position.
- ➔ Jump to the [View Job Details](#) section

Apply for Position

- Once you are in the Job Details page you will be able to **apply for the position** by following a simple process.
 - Before you Apply for the position, you will be given the chance to **review your profile** and edit it if necessary.
 - When you submit your application your full profile (as displayed in the View Online Profile section in the Members Area), will be submitted to the company that advertised the position.
- ➔ Jump to the [Apply for Position](#) details section

Who Viewed My Profile

- This feature enables you to **see which employers looked at your profile**.
 - You then have the ability to view details on the companies in the list, which includes their contact details and the jobs they are currently advertising.
- ➔ Jump to the [Who Viewed My Profile](#) details section

Notifications

- The Notifications section will **alert you to important events relevant to your profile**. These include:
 - ✓ When an employer post a job that matches your selection in Job Categories
 - ✓ When an employer invite you to apply for a position
 - ✓ When any of your documents are about to expire
 - ✓ Invitation to attend an interview
 - ✓ Job Offers - you will also have the functionality to approve or decline the offer
 - **Notifications will also be sent to the email address** you provided.
- ➔ Jump to the [Notifications](#) details section



Applications Submitted

- All job applications that you've **previously submitted** from [JobPortunities](#) will be listed here.
- It also provides you with the functionality to **view this job** and the **details about the employer** again.
- ➔ Jump to the [Applications Submitted](#) details section

Employers

- This section will provide you with a **list of all the Employers** that advertise jobs on [JobPortunities](#).
- You are provided with the functionality to filter the list.
- ➔ Jump to the [Employers](#) details section

Search for Suppliers

- Suppliers are **companies that offer services or products**.
- They typically advertise Special Offers on [JobPortunities](#), which you can subscribe to via RSS.
- ➔ Jump to the [Search for Suppliers](#) details section

RSS

- Throughout the [JobPortunities](#) site there are areas where you can **subscribe to RSS feeds**. This allows you to have information delivered to you via your RSS reader, without the need to go to the JobPortunities site.
- There are various RSS readers available, for more information on review the RSS details section in this document.
- ➔ Jump to the [RSS details](#) section

Getting Started

Introduction

The Getting Started section explains in detail **how to register and log into** the [JobPortunities](http://www.jobportunities.net) website.

How to Register

Accessing the Registration Form

*** Recommended:** Watch the step-by-step [Registration video](#).

The video takes you through the whole registration process from beginning to end. To access it, click on the link above, alternatively in your browser, **click on the icon** marked in the picture below as 'Video Clip'.

1. On the [JobPortunities](#) home page, click on the **Login/Register** button.
2. The page in the image below will open.
3. In the left column is detailed information on the registration process.
4. To open the Registration form, in your browser, click on either of the buttons circled in Red in the picture below. Or, follow the link: <https://www.jobportunities.net/registration.aspx>

The screenshot shows the JobPortunities website navigation bar with buttons for Home, Login/Register, Employers, Search For Suppliers, and Contact Us. A 'Video Clip' callout points to the Login/Register button. Below the navigation bar, the 'Registration Process' section contains a list of five steps. Step 1 is circled in red, and the word 'here' in step 1 is also circled in red. A 'Video Clip' icon is shown next to step 1. To the right, the 'Login' form is displayed with fields for Email Address and Password, both marked with an asterisk. A 'Remember me next time' checkbox is also present. At the bottom of the login form, there are three buttons: Login, Forgot Password, and Register. The Register button is circled in red.

Filling in the Registration Form

1. Fill in all the fields about your **personal details**.
2. Fields marked with a * are compulsory, but remember the details you enter here will be **visible to prospective employers**, and the more complete your profile is, the better chance you will have at landing the job.
3. Ensure your **email address is correct** as a confirmation mail will be sent to this address. It will also be used for all future communication from [JobPortunities](#) and employers.

4. Review the **Tip** on what to complete in the Summary Information field.

Summary Information:

Gender: Male Female

Are you disabled?: No Yes

Race: Black Asian Col

Tip

Only capture high level, summary information about your current job and/or past experience in this box. There is no need to capture detailed information as you can upload your full CV/Resume via the "Upload CV and other Documents" tab on this website.

5. Once you've completed all the fields, click on **Submit**.


Confirm your registration

1. A **confirmation email** will be sent to the address you entered.
2. **Go to your email** and find the email from JobPortunities.net

JobPortunities.net **Confirm JobPortunities.net Registration - Welcome to JobPortunities.net!**

3. Open the mail and click on the link in the email to **confirm your registration**. You will **not be able to log in if you haven't confirmed your registration**.

Confirm JobPortunities.net Registration

 **JobPortunities.net**
to dunesitservices ▾

Dear Thea,

Welcome to JobPortunities.net! Click the link below to confirm your registration with JobPortunities and to [Confirm my Registration](#)

If you have problems activating your account by clicking the link above, please use the link below or copy bar:

http://www.jobportunities.net/approve_users.aspx?uid=MjIwMQ%3d%3d&action=approve

Regards

The Team at JobPortunities.net

4. Once you click on this link you will be taken to a page which will confirm that you've activated your account. **Click on the link on this page to log in** with your email address and password.

Your account with JobPortunities.net has been activated successfully.

Click [here](#) to Login, after which you will be able to register with buyers of your choice, and take advantage of the features we offer.

Thanks,

JobPortunities.net



- You will also receive a **second email** with **Subject: Welcome to JobPortunities.net**. This email will contain your login details.

Log In

- You can now **log in** with your email address and password at <https://www.jobportunities.net/login.aspx>

Using the System

Now that you've registered and logged into the [JobPortunities](#) website you can **complete your online profile** and start applying for jobs!

How to Complete your Online Profile

Update Basic Information

- When you log in you will automatically be directed to the page containing your basic information. The details you see here is the **information you submitted when registered**.
- To change your password, click on the **'Change Password'** link under your email address.

Basic Information

Job Seeker ID: 1916

First Name: Althea

Last Name: Burger

Email Address: thea.burger@gmail.com
[Change Password](#)

- If you need to update or change some of the information, click on the **'Edit Profile'** button **at the bottom of the page**.



- Fill in your changed details and click on **'Update'**.

Upload CV & Other Documents

- Click on the **'Upload CV and Other Documents'** tab.

Basic Information | **Upload CV and Other Documents** | **Link to Job Categories**

Edit Information

Fields with * indicates required field.

Job Seeker ID: 1916

2. You will be presented with a page where you can **upload all the documents** that employers typically require when you apply for a position - i.e. **CV**, Certificates, Driver's License, References, etc.
3. For more information on **what type of document** should be uploaded under each heading, hover over the **? Tip icon**.
4. For detailed instructions on how to upload the documents, click on the circled **'here'** link as highlighted in the picture.

Employers Search For Jobs Search For Suppliers Contact Us Logout

Information Upload CV and Other Documents Link to Job Categories Link to Fields Of Study View my On-Line Profile

Click [here](#) for instructions to upload files.

Certificates:

Expiry Date:

Browse

(File type PDF or Zip, maximum s

CV/Resume:

Expiry Date: 05/23/2013

Browse

[Download](#) | [Delete](#)

(File type PDF or Zip, maximum s

Tip

This may include any certificates for school achievements (example Grade 12 certificate), professional registrations (example ECSA, SACMD), special achievements, courses attended etc.

5. When you click on the link, a pop-up window with detailed instructions will appear - follow the instructions.

Follow the steps below to upload files.

1. Click the "Browse" button to browse for the file.
2. Once you have found the file, click "Open". You will see "Uploading..." appearing on your screen. Once that process is complete, the "Uploading..." will disappear and you'll see "Download" below the "Browse" button.
3. Insert the Expiry Date. You'll receive a notification before the expiry date. You can then upload a new document, or simply change the expiry date.
4. Repeat steps 1 to 3 if you have more files to upload.

6. The files will be saved as you upload them.
7. Once you have uploaded all your documents, click on the **'Link to Job Categories'** tab.

Link to Job Categories

It is **critical to update your Job Categories correctly** as this will **link you to relevant jobs** and employers.

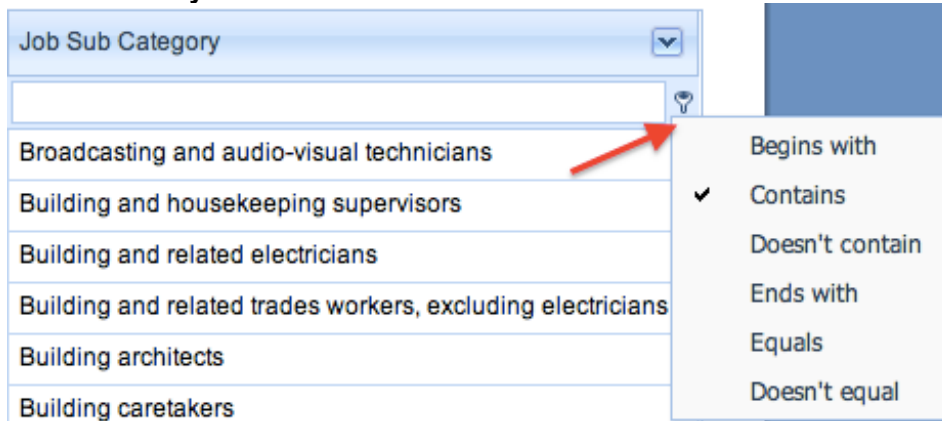
* **Recommended:** Watch the step-by-step [Link to Job Categories video](#).

The video takes you through the Link to Job Categories process from beginning to end. To access it, click on the link above, alternatively in your browser, **click on the Help icon** circled in the picture below.



<input type="checkbox"/>	Job Category	Job Sub Category
<input checked="" type="checkbox"/>	Professionals	Actors
<input checked="" type="checkbox"/>	Plant and machine operators, and assemblers	Heavy truck and bus drivers
<input checked="" type="checkbox"/>	Plant and machine operators, and assemblers	Heavy truck and lorry drivers
<input type="checkbox"/>	Professionals	Accountants
<input type="checkbox"/>	Clerical support workers	Accounting and bookkeeping clerks

- If you are new to the site, start by filtering on the Job **Sub** Category, as it is more detailed in the type of skills you may have.
- Click on the **Key icon** and select '**Contains**'.



- 10.** Type your keyword in the text box. The list will **automatically filter** to show only entries containing the keyword you entered.

<input type="checkbox"/>	Job Category	<input checked="" type="checkbox"/>	Job Sub Category
	<input type="text"/>		mining
<input type="checkbox"/>	Elementary occupations		Labourers in mining, construction, manufacturing and transport
<input checked="" type="checkbox"/>	Managers		Manufacturing, mining, construction, and distribution managers
<input type="checkbox"/>	Elementary occupations		Mining and construction labourers
<input type="checkbox"/>	Technicians and associate professionals		Mining and metallurgical technicians
<input checked="" type="checkbox"/>	Plant and machine operators, and assemblers		Mining and mineral processing plant operators

- 11.** Tick the checkbox next to the Job Categories that are applicable to you.
- 12.** Click on the 'Update Job Categories' button.
- 13.** Once you've completed linking yourself to your relevant Job Categories, click on the 'Link to Fields of Study' tab.

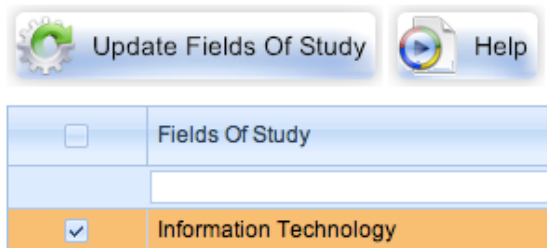


Link to Fields of Study

Fields of Study represents the areas in which you have **qualifications and experience**.

* **Recommended:** Watch the step-by-step [Link to Fields of Study video](#).

The video takes you through the Link to Fields of Study process from beginning to end. To access it, click on the link above, alternatively in your browser, **click on the Help icon** as shown in the picture below.



- Click on the **Key icon** next to the text field and select '**Contains**'.
- Type your keyword** in the text box. The list will **automatically filter** to show only entries containing the keyword you entered.
- Tick the checkbox** next to the Fields of Study that is applicable to you.
- Click on the '**Update Fields of Study**' button.
- You have now **completed your online profile!** Click on the '**View My Online Profile**' tab to review your information.

[Link to Job Categories](#)

[Link to Fields Of Study](#)

[View my On-Line Profile](#)

View Online Profile

1. Once you've clicked on 'View My Online Profile', a page will open showing your Basic Information. It will also have **four clickable tabs** at the top which you should use to review the information you've just captured. This includes:
 - Your Basic Information
 - CV and other Documents
 - Job Categories
 - Fields of Study



First Name: Althea

Last Name: Burger

Email Address: thea.burger@gmail.com

Telephone: 0812104138

Mobile Phone: 0812104138

2. Click on each of these tabs and **make sure that all the information is correct.**
3. **NB:** This is the information as employer will see about you when they review your profile.
4. If you want to **edit** any of this information, **click on the applicable tabs** as indicated in the image below.

Basic Information Upload CV and Other Documents Link to Job Categories Link to Fields Of Study

Basic Information CV and other Downloads Job Categories Fields Of Study

Job Category	Job Sub Category
Managers	Information and communications technol
Managers	Business services and administration ma
Managers	Business services and administration ma classified

How to Apply for a Job

Search for Jobs

* **Recommended:** Watch the step-by-step [Applying for a Job video](#).

The video takes you through the 'Applying for a Job' process from beginning to end. To access it, click on the link above, alternatively in your browser, **click on the Help icon** marked in the picture below.

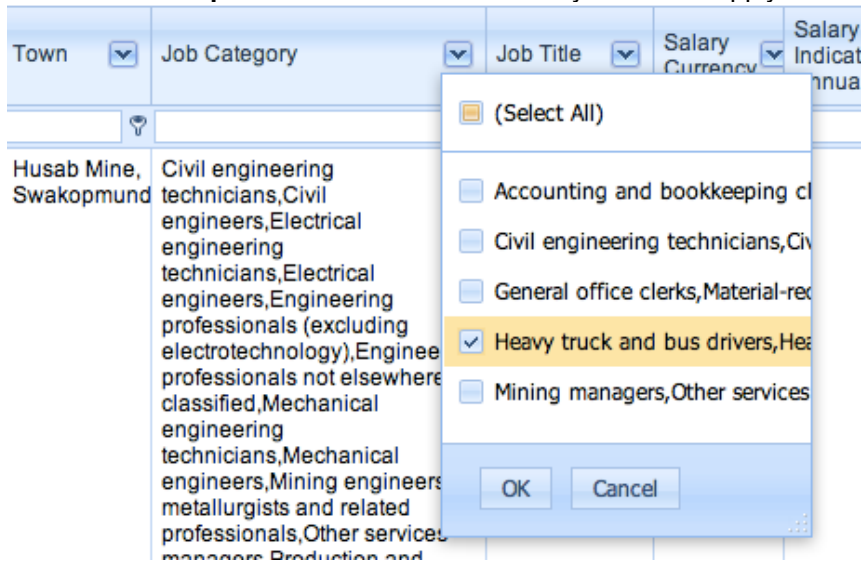
	Company	Country	Province Region State	Town	Job Category	Job Title	Salary Currency	S Ir A
	Swakop Uranium	Namibia	Other	Husab Mine, Swakopmund	Civil engineering technicians,Civil engineers,Electrical engineering technicians,Electrical engineers,Engineering professionals (excluding electrotechnology),Engineering professionals not elsewhere classified,Mechanical engineering technicians,Mechanical engineers,Mining engineers, metallurgists and related professionals,Other services managers,Production and specialised services managers	Engineering Manager		
	Namib Mills (Pty) Ltd	Namibia	Other	Windhoek	Accounting and bookkeeping clerks,Data entry clerks,Enquiry clerks,Filing and	ADMINISTRATI & WEIGHBRIDGE		

1. To start the process of applying for a job, click on 'Search for Jobs'.
2. The page will open with a list of all the **currently available jobs**.
3. If you click on the 'Show Jobs Linked To My Profile' button, it will show you **jobs relevant to your profile** based on what you selected in Job Categories.

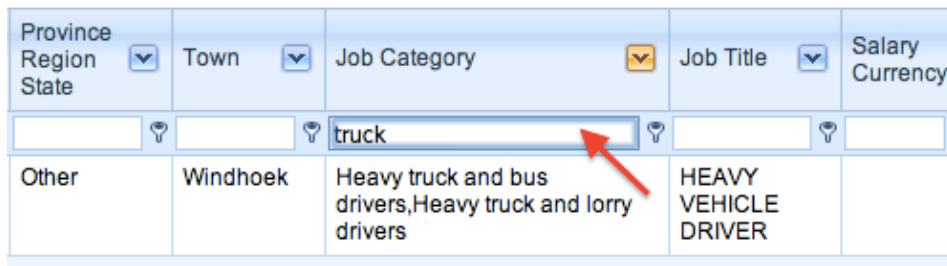
Show Jobs Linked To
My Profile

4. Alternatively, you can **search for a job by applying filters**.
5. There are two ways to apply filters.
6. The first one you can **select the appropriate option out of a dropdown box**.

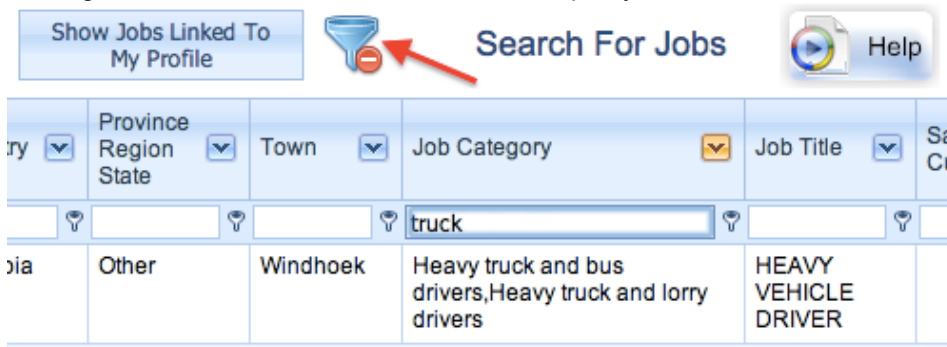
7. Click on the dropdown arrow next to the field you want to apply the filter on.



8. Tick the checkbox next to the item that you are interested in and click OK to apply the filter.
9. The second option is to **search for an appropriate keyword** by typing your search term in the text box. As you type the system will **automatically filter** the results to only show entries containing your keyword.



10. Filters can be removed by clicking on 'Clear' at the bottom right hand side of your screen or by clicking on the 'Remove All Filters' icon at the top of your screen.



View Job Details

- To apply for a job, **click on the 'View Details' icon** in the first column. This will open a new window.

The screenshot shows a search interface with two buttons at the top: "Show More Search Fields" and "Show Jobs Linked To My Profile". To the right is a funnel icon and the text "Search For Jobs". Below these are several dropdown menus for filtering: "Company", "Country", "Province Region State", "Town", and "Job Category". A search input field contains the word "truck". Below the filters, a table lists job results. The first result is for "Namib Mills (Pty) Ltd" in Namibia, Other, Windhoek, with the job category "Heavy truck and bus drivers, Heavy truck and lorry drivers". A magnifying glass icon is circled in red next to the company name.

- The View Job Details page will give you **more information on the position**, as well as information on the employer and the opportunity to apply for the position.
- There is also a downloadable PDF document containing more information about the job. Click on the PDF icon to **download the document**.

Click to Download



Apply for Position

- To apply for the selected job, click on the Apply button.

The screenshot shows the job details for "Namib Mills (Pty) Ltd". The job title is "HEAVY VEHICLE DRIVER" and the job level is "Junior Skilled". An "Apply" button is circled in red, with left and right navigation arrows next to it.

- A page will open with your basic information automatically loaded. **Ensure this information is correct**. Incomplete information will be highlighted in green.
- You can click on the **'Edit Profile'** button if there is information that you would like to change or update.
- Once you are satisfied that your information is correct, click on the **'Submit Application'** button circled in the picture below.

The screenshot shows the application submission form. The "Submit Application" button is circled in red. To its right is an "Edit Profile" button with a pencil icon, indicated by a red arrow. Below these buttons are dropdown menus for "Application Category" and "Required Information", and a "Select Your Response" dropdown. A search input field is also present. The form is divided into sections: "Basic Information" with a "First Name" field containing the name "Althea".

- Congratulations! **You have now submitted your application for the job!**

Notifications

1. When you log into the [JobPortunities](#) website, you may see a **red number** next to the 'Notifications' button. This is the amount of **unread messages** you have.

2. Click on the '**Notifications**' button to view your messages.
3. There are a number of notifications that you may receive:
 - **New Job posted:** You will be notified when an employer posts a job that **matches your selected Job Categories**. Open the message and follow the link to the job that corresponds to your skills.
 - **Invitation to apply for a job:** An employer has seen your profile and want you to apply for a posted job. Open the message and it will take you to the relevant job.
 - **Job Offer:** An employer wants to offer you a job. The notification will contain a document outlining the job offer which you can download and review. Once you've reviewed the job offer, you can accept or decline the offer from within the message.
 - **Expired documents:** When any of your documents are about to expire (as per the dates you defined under 'Upload CV and Other Documents), the system will notify you of this.
4. For **ALL** notifications an **email** will also be sent to you.

Who Viewed My Profile

1. Click on the '**Who Viewed My Profile**' button.
2. This will open a page **listing all the employers that looked at your profile**.

3. Click on the **'View Details'** icon to open a new window with the employers information.

Company	Country	Town
Tara Nawa Recruitment (Testing) 	Namibia	Swakopmund
Tara Nawa Recruitment (Testing) 	Namibia	Swakopmund

4. This window will allow you to **view details on the company**, including their **contact details** and the **jobs** they are currently advertising.






Applications Submitted

1. Click on the **'Applications Submitted'** button in the left menu to view all the job applications that you've previously submitted from JobPortunities.
2. This page will open listing **your applications**.
3. Click on the **'View Details'** icon to open a new window where you can view **information about the job** and the **employer** who advertised the job.
4. You can also make use of the **standard filter functionality** to **search** for a specific job you applied for.

Company	Country	Province Region State	Town	Job Category	Job Title	Salary Currency
Swakop Uranium	Namibia	Other	Husab Mine, Swakopmund	Computer network and systems technicians, Computer network professionals, Database and network professionals, Database and network professionals not elsewhere classified	NETWORK & IT SECURITY SUPERVISOR	

Employers

1. When you click on the **'Employers'** button on the top menu, a page will open with a list of the Employers that are advertising jobs on the [JobPortunities](#) site. It will also tell you the **amount of vacancies** they have open at the moment.
2. To **filter the list**, e.g. to show only jobs in Namibia, use the **standard filter functionality** to search for your keyword.
3. To **view details about the company**, click on the 'View Details' magnifying glass icon circled in the picture below.

Employers 					
Company	Country	Province Region State	Town	Number Of Jobs	
  Namdeb Diamond Corporation NAMDEB	Namibia	Karas	Oranjemund	0	
  Namzinc (Pty) Ltd Skorpion Zinc	Namibia	Karas	Rosh Pinah	0	

4. This will open a new window with information on the Employer. You can also **click on the 'Jobs' tab** to view all their current vacancies.

Basic Information
Up/Downloads
Contact Details
Jobs

Contact Name: Chantelle Reid

Company Name: Swakop Uranium

Company Classification: Mining and Quarrying

Company Type: Private Company

Company Registration No: 2006/471

5. **'Up/Downloads'** will list all company documentation that they've uploaded. These will be available to you to download.
6. **'Contact Details'** will list the employers key personnel and their contact details.

Search for Suppliers

- When you click on the 'Search for Suppliers' button, you will be presented with the page as illustrated in the picture below.

Search For Suppliers

Enter text to search in the boxes below, or use the "Filter" button to select text. Then click the "Search" button.

Company Name:

Material Group/Service:

Brand Name:

Country:

Town:

Document/Certificate:

Search Type: OR AND

Hover your mouse pointer over the company's name in the Company Name column below to see a pop-up menu with documents that can be downloaded.

Search
 Clear All Fields
 Reset
 Help

Special Offers
 Subscribe To Special Offers

Cars
 Accommodation
 Properties

Restaurants

Top 100 companies advertising on Webportunities					
Company Name ▲ ▼	Town ▲ ▼	Country ▲ ▼	Contact Details	Company Logo	Details
INDUSTRIAL CONTROL AND ENGINEERING (Rank: 1)	WINDHOEK	Namibia	Contact: Leigh Salt Tel: 061 238347 Mobile: 0812773252 Email: leigh@ice.com.na	 PREMIUM POWER PERFORMANCE Industrial Control & Engineering cc	View

- You can **search for suppliers** by company name, material group/service, brand name, country and town.
- You can also do a **quick search** by clicking a button on the right, for example 'Special Offers' or 'Cars' or 'Properties'.

Search For Suppliers

Enter text to search in the boxes below, or use the "Filter" button to select text. Then click the "Search" button.

Company Name:

Material Group/Service:

Brand Name:

Country:

Town:

Document/Certificate:

Search Type: OR AND

Hover your mouse pointer over the company's name in the Company Name column below to see a pop-up menu with documents that can be downloaded.

Search
 Clear All Fields
 Reset
 Help

Special Offers
 Subscribe To Special Offers

Cars
 Accommodation
 Properties

Restaurants

Total Results: 10					
Company Name ▲ ▼	Town ▲ ▼	Country ▲ ▼	Contact Details	Company Logo	Details
Cymot (Pty) Ltd (Rank: 8)	Swakopmund	Namibia	Contact: Francois Smith Tel: 064-400318 Mobile: 0811248931 Email: fsmith@cymot.com	 SINCE 1948	View

Downloads with Expiry Date

Special Offers (file 1) - 17 Nov 2012

4. Some examples of 'Special Offers':

CYMOT
SINCE 1948

22 OCTOBER - 17 NOVEMBER 2012

JONSSON

SHOE JONSSON ATLANTA BLACK
505 - 512
14 602 505 - 512
N\$399.00

BOOT JONSSON SYDNEY BLACK
505 - 512
14 602 405 - 412
N\$399.00

CAR CARE KIT
02 700 075
N\$75.95

XENON

LUMINATOR
COMPACT SPOT LAMP
02 735 195
N\$2,999.95

Some examples of "Special Offers"

DSP
Daphne Swanepoel Properties
Bringing people and homes together for over 30 years

VOGELSTRAND

**UPPER CLASS PENTHOUSE FLAT
WITH STUNNING VIEWS!!!**

**PRICE DROP FROM N\$ 4 900 000
TO N\$ 4 200 000**

**CONTACT: DAPHNE SWANEPOEL
081 129 9799**

www.dsprop.com
Web N° 541797

3x Bedrooms,
2x Bathrooms of which one en-suite, Guest toilet,
3x fully kitchens, lounge, fireplace two dining rooms,
3x TV's, fully equipped bar, Braai area including 100% stainless steel gas braai with extractor. Outside verandas on two floors, outside deck with deck furniture.
One bedroom flat with kitchen & bathroom. Double garage plus tandem garage

Jeep

**Jeep Wrangler FROM
N\$359 990**
WAS N\$379 990

M+Z MOTORS
established 1936

Telephone number: 226 922
Address: Corner John Meinert Street & Mandume Ndemufayo Avenue

RSS

1. Across the JobPortunities site you will see an **RSS icon**.
2. With these you can **subscribe to RSS feeds** which will **deliver information to you** via your RSS reader without you needing to go to the JobPortunities site.
3. There are various RSS readers available. Use the **links** below to **learn more about RSS**.
4. For more information on how to use **Google's RSS Reader**, follow this [link](#).
5. For more information on how to configure **RSS in Microsoft Outlook**, follow this [link](#).

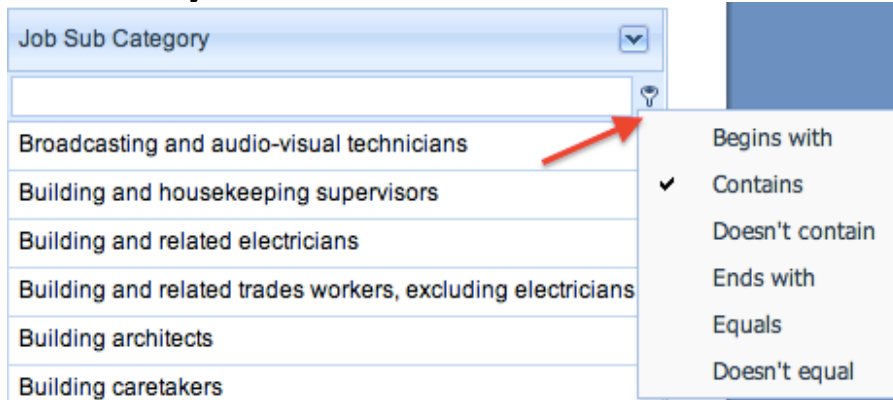
Search Functionality/Filters

The JobPortunities website make use of **standard search functionality across the site**. **ALL the filters work the same way**. For ease of reference, the Job Category field will be used as an example.

There are two ways to search or apply the filters, which will be explained below:

Search by Typing a Keyword

1. Firstly, you can **search for an appropriate keyword** by typing your search term in the text box. As you type the system will **automatically filter** the results to only show entries containing your keyword.
2. Click on the **Key icon** and select 'Contains'.



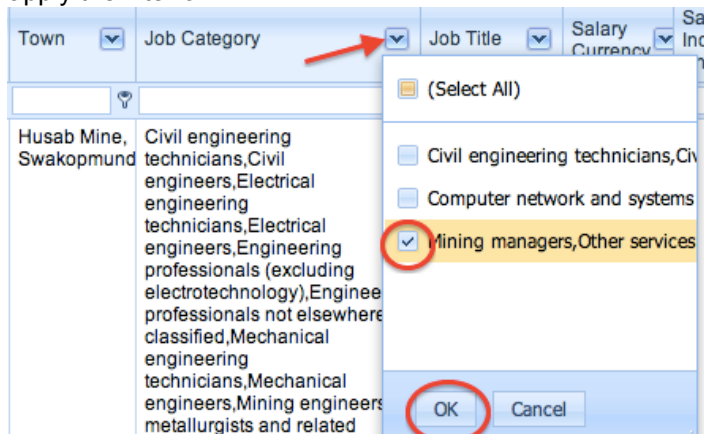
3. **Type your keyword in the text box** as indicated with the arrow in the image below. This will **automatically filter** the list to show only **entries containing the keyword you entered**.

<input type="checkbox"/>	Job Category	Job Sub Category
<input type="checkbox"/>		mining
<input type="checkbox"/>	Elementary occupations	Labourers in mining, construction, manufacturing and transport
<input checked="" type="checkbox"/>	Managers	Manufacturing, mining, construction, and distribution managers
<input type="checkbox"/>	Elementary occupations	Mining and construction labourers
<input type="checkbox"/>	Technicians and associate professionals	Mining and metallurgical technicians
<input checked="" type="checkbox"/>	Plant and machine operators, and assemblers	Mining and mineral processing plant operators

4. **Tick the checkbox** next to the items you're interested in and click on Update.

Select Value from Dropdown

1. Secondly, you can **select the appropriate option out of a dropdown box**.
2. **Click on the dropdown arrow** (shown by the arrow in the image below) next to the field you want to apply the filter on.



3. **Tick the checkbox** next to the item that you are interested in and click **OK** to apply the filter.

Clear the Filter

- I. Filters can be removed** by clicking on 'Clear' at the bottom right hand side of your screen or by clicking on the 'Remove All Filters' icon at the top of your screen as indicated with the red arrow in the image below.

The screenshot shows the top navigation area with buttons for 'Show Jobs Linked To My Profile', 'Search For Jobs', and 'Help'. A red arrow points to a funnel icon with a minus sign, representing the 'Remove All Filters' function. Below this is a search filter table with columns for Province/Region/State, Town, Job Category, and Job Title. The 'Job Category' field is filled with 'truck'. Below the filter table, a search result is displayed for 'Heavy truck and bus drivers, Heavy truck and lorry drivers' with the job title 'HEAVY VEHICLE DRIVER'.

Province Region State	Town	Job Category	Job Title	Salary Currency
		truck		
Other	Windhoek	Heavy truck and bus drivers, Heavy truck and lorry drivers	HEAVY VEHICLE DRIVER	

FAQ's

How do I register?

Please review the detailed [How to Register section](#) in this document for more information.

How do I upload my CV and other documents?

Please review the detailed [Upload CV & Other Documents](#) section in this document for more information.

How do I find and select my job categories of choice?

Please review the detailed [Link to Job Categories](#) section in this document.

If you require additional information on how to use the standard filter, please review the [Search Functionality/Filter](#) section in this document.

How do I find and select my fields of study?

Please review the detailed [Link to Fields of Study](#) section in this document.

If you require additional information on how to use the standard filter, please review the [Search Functionality/Filter](#) section in this document.

How do I apply for a job?

Please review the detailed [How to Apply for a Job](#) section in this document for a step-by-step guide.

How will I know if I was successful in my application?

There are two ways an employer may contact you.

1. The employer will send you a message on the JobPortunities site. You will be notified of this via email. You will also see a notification when you log into the JobPortunities site. Please review the detailed [Notifications](#) section in this document for more information.
2. Alternatively, the employer who advertised the position will make use of your contact details in your profile to contact you directly.

How will I know if there are vacancies available for me?

1. When a **new job** is posted that match **your selected Job Categories**, you will be notified via email as well as via the [Notifications](#) section on the site.
2. To **view current jobs** that are linked to your selected Job Categories, make use of the functionality in the Search for Jobs section. Please review the detailed [Search for Jobs](#) section in this document for more information on how to do this.
3. To **search for a specific keyword**, make use of the provided functionality in the Search for Jobs section. Please review the detailed [Search for Jobs](#) section in this document for more information on how to do this.

How will I receive notifications?

Please review the detailed [Notifications](#) section in this document.

Contact Details

If you have **any questions that are not answered in this document**, please make use of our contact details to submit your query.

Please note our **office hours** are from 8h00 to 17h00, Monday to Friday.

All queries will be attended to in 1 hour during office hours.

Online Contact Form

Our **preferred method for technical queries** is our online [Contact Form](#).

To access the form, click on 'Contact Us' on the [JobPortunities](#) website to access the form.

Alternatively, follow this **direct link** to the form: <http://jobportunities.net/contactus.aspx>.

Telephone

Our telephone number: **+264 (0)64 402 403**