

RECRUITMENT PORTAL

USER GUIDE





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Document History

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Recruitment Portal

1. Introduction

The Recruitment Portal is accessible from outside the network. Applicants can apply for jobs using this portal.

Through the Recruitment Portal, applicants can update their profiles.

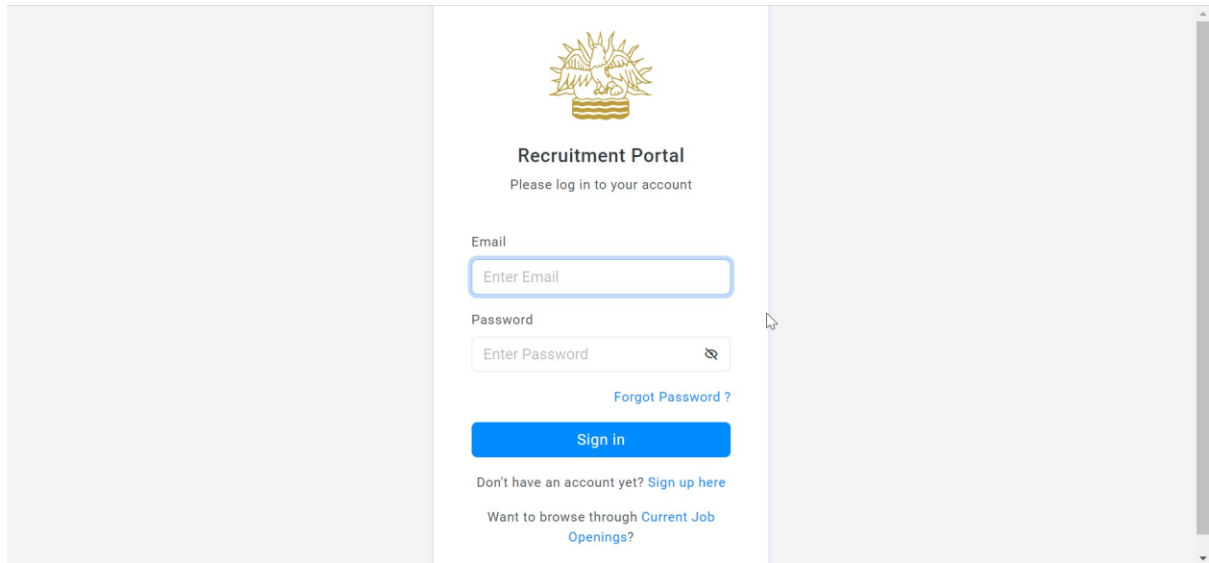
The following document focuses on step-by-step instructions for applicants to build their profiles.



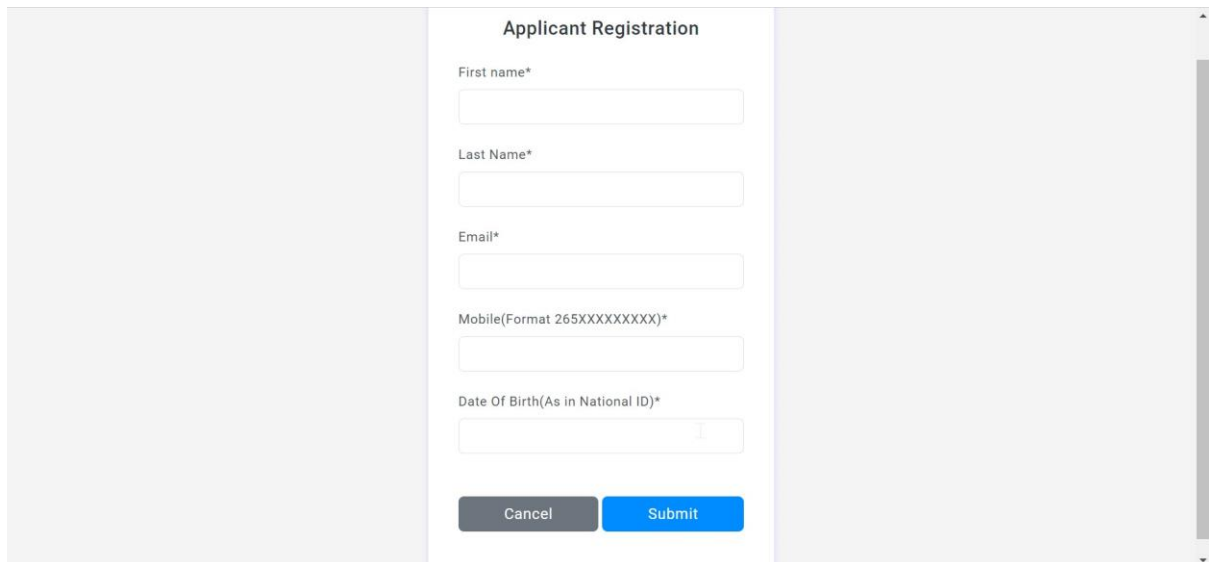
2. Create New Application

2.1 Create an Applicant Account

To Create an Applicant Account, the following procedure can be used.



1. Click on **NEW? CREATE AN APPLICANT ACCOUNT**
2. The following page will show up as follows.



3. Enter **First Name**
4. Enter **Last Name**
5. Enter **Email**
6. Enter **Mobile Number**



7. Enter **Date of Birth**
8. Click on **Submit**.
9. When you click on **Submit**, the system displays the result message as follows.

Recruitment Portal
Please log in to your account

Congratulations!!! Your registration is Successful. Your login credentials were sent to your Email

Email
Enter Email

Password
Enter Password

[Forgot Password ?](#)

Sign in

Don't have an account yet? [Sign up here](#)

10. After successful registration, login credentials will be received to the applicant's email ID.
11. Please check your email account for login credentials.
12. Try to login with the new credentials.
13. Enter user id and password Click on **login**.
14. The following page will show up as follows.

Change Password

New Password*

Confirm New Password*

Cancel **Submit**

Per Security Policy, Your New Password

1. Should be atleast 10 characters in length(Max characters 30)
2. Should contain atleast 1 Upper case letter, 1 Lower Case Letter, 1 Digit, 1 Special Character
6. Should not match with your last 10 passwords

Note: Passwords do get expired in 60 days

15. Enter **New Password**
16. Confirm your **New Password**
17. Click on **Submit**

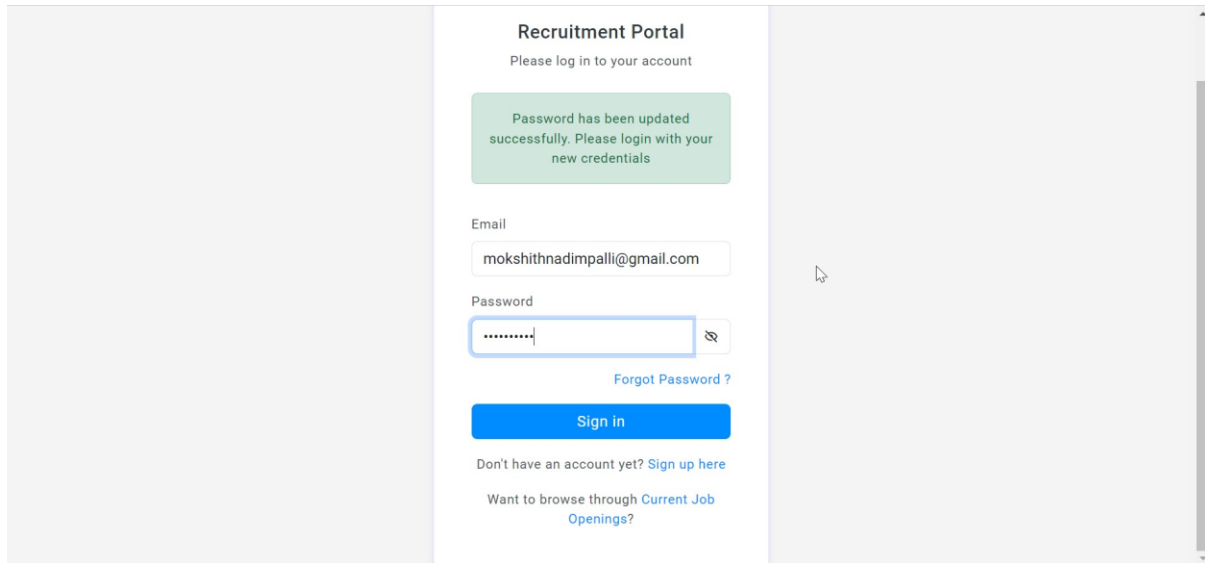
By clicking on submit new password will be updated successfully. Please login with your new credentials



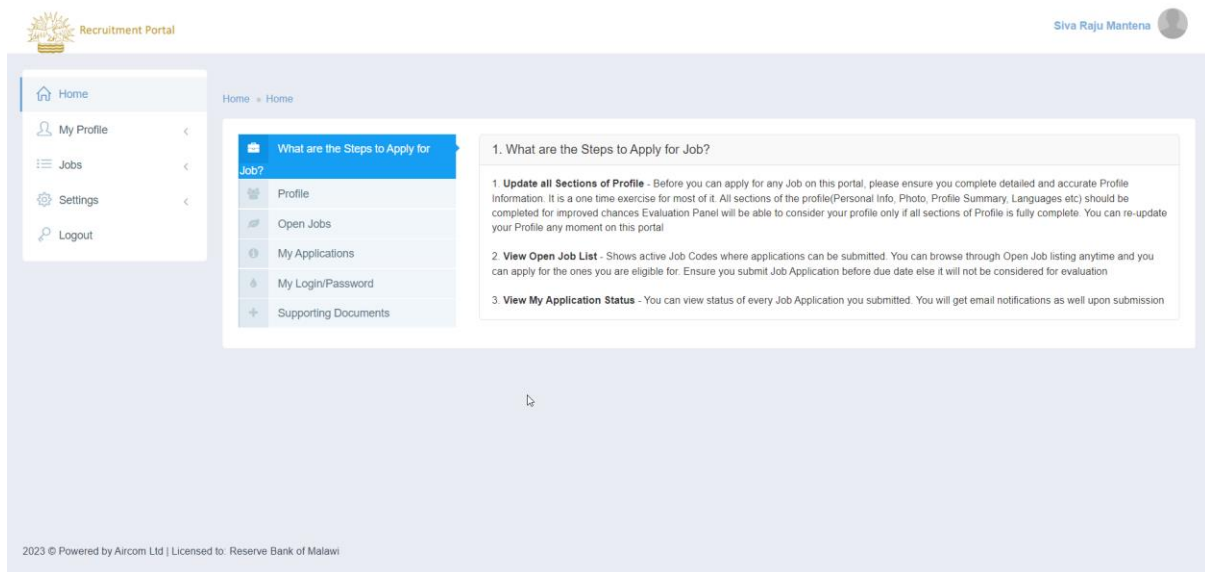
3. Login to Recruitment Portal

3.1 Login to portal

1. Login to Portal with User ID and Password.



2. After Getting Login the page will show up as follows.

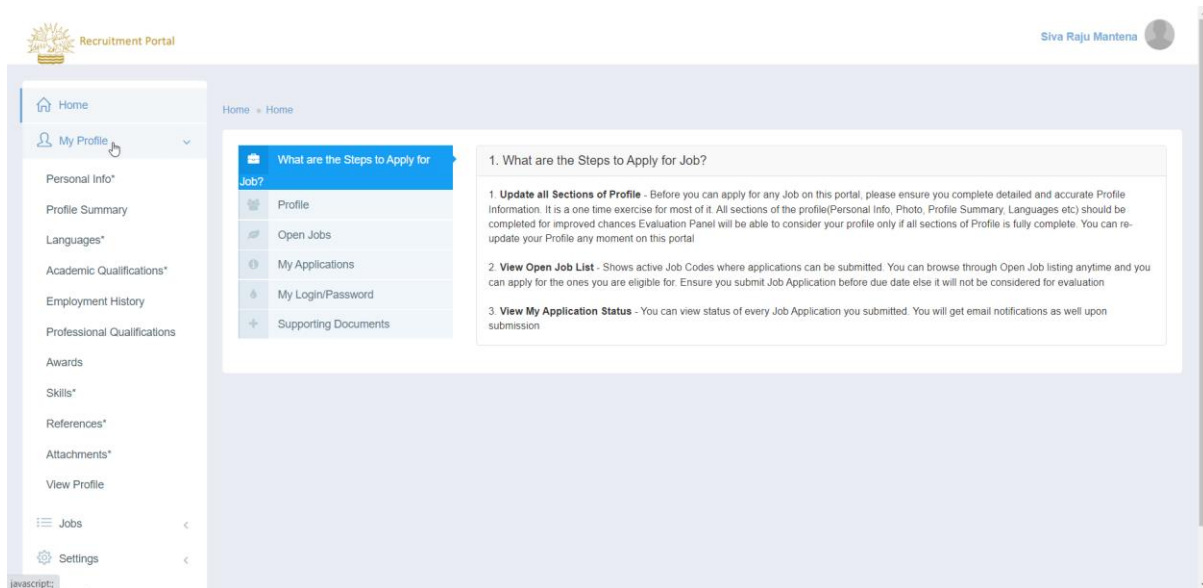




4. My Profile

The applicant can build their profile by entering their data under the "**My Profile**" option.

1. Login to Portal with User ID and Password
2. Click On **My Profile**, and the page will be displayed as follows.



The screenshot shows the 'My Profile' page in the Recruitment Portal. The user is logged in as 'Siva Raju Mantena'. The navigation menu on the left includes 'Home', 'My Profile', 'Personal Info*', 'Profile Summary', 'Languages*', 'Academic Qualifications*', 'Employment History', 'Professional Qualifications', 'Awards', 'Skills*', 'References*', 'Attachments*', 'View Profile', 'Jobs', and 'Settings'. The main content area is titled 'What are the Steps to Apply for Job?' and contains the following steps:

1. **Update all Sections of Profile** - Before you can apply for any Job on this portal, please ensure you complete detailed and accurate Profile Information. It is a one time exercise for most of it. All sections of the profile(Personal Info, Photo, Profile Summary, Languages etc) should be completed for improved chances Evaluation Panel will be able to consider your profile only if all sections of Profile is fully complete. You can re-update your Profile any moment on this portal
2. **View Open Job List** - Shows active Job Codes where applications can be submitted. You can browse through Open Job listing anytime and you can apply for the ones you are eligible for. Ensure you submit Job Application before due date else it will not be considered for evaluation
3. **View My Application Status** - You can view status of every Job Application you submitted. You will get email notifications as well upon submission



4.1 Personal Info

1. To Create Profile Info, Follow the Below Steps.
2. Click On **My Profile**.
3. Click on **Personal Info**.

Recruitment Portal Siva Raju Mantena

Home » Home

What are the Steps to Apply for Job?

1. **Update all Sections of Profile** - Before you can apply for any Job on this portal, please ensure you complete detailed and accurate Profile Information. It is a one time exercise for most of it. All sections of the profile(Personal Info, Photo, Profile Summary, Languages etc) should be completed for improved chances Evaluation Panel will be able to consider your profile only if all sections of Profile is fully complete. You can re-update your Profile any moment on this portal
2. **View Open Job List** - Shows active Job Codes where applications can be submitted. You can browse through Open Job listing anytime and you can apply for the ones you are eligible for. Ensure you submit Job Application before due date else it will not be considered for evaluation
3. **View My Application Status** - You can view status of every Job Application you submitted. You will get email notifications as well upon submission

<https://rpuat.rbmp.com/tp/rp/rppersonalinfo.jsp>

4. The page will Show up as follows.

Recruitment Portal Siva Raju Mantena

Jobs Settings Logout

Personal Information

First Name*	Siva Raju	Last Name*	Mantena
Primary Contact Email*	sivaraju436@gmail.com	Primary Mobile*	265900012345
Date of Birth*	01/01/1998	Secondary Contact Number	
Gender*	M	National ID*	
Residential Address Line 1*		Residential Address Line 2	
Residential City*	Aaron	Residential Country*	Malawi
Nationality*	Malawi	Religion*	Christianity
Marital Status*	Single	Profile Photo	<input type="button" value="Choose File"/> chrome_v23iVRedBdn.png

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5. Fill in all the fields. (* indicates mandatory fields).



6. Click on **submit**.
7. When you click on **Submit**, the system displays the result message.
8. The Result Screen Will show as follows.



4.2 Profile Summary

4.2.1 Create New Profile Summary

1. Click On **My Profile**.
2. Click on **Profile Summary**

The screenshot shows the 'Profile Summary' page in the Recruitment Portal. The sidebar menu on the left includes: Home, My Profile, Personal Info*, Profile Summary (selected), Languages*, Academic Qualifications*, Employment History, Professional Qualifications, Awards, Skills*, References*, Attachments*, and View Profile. The main content area has a breadcrumb 'Home > Profile Summary'. Below this is a 'Profile Summary' section with a 'Notes' box containing instructions: 'This Section is Optional', 'Profile Summary is a brief description about yourself, your qualifications, experience and accomplishments relevant to the job you are applying for', 'Please limit to 1 Profile Summary preferably', and 'Example: A recent finance graduate looking for a position of Accounting and Financial Analyst to maximize learnings and experience with valuable accounting tools and systems to derive an accurate analysis of data from multiple sources'. Below the notes is a 'Profile Summary' text input field. At the bottom right of the input field are 'Submit' and 'Cancel' buttons. The footer of the page reads '2023 © Powered by Aircom Ltd | Licensed to: Reserve Bank of Malawi'.

3. Enter **Profile Summary**

The screenshot shows the 'Profile Summary' page with the same sidebar menu. The 'Profile Summary' text input field now contains the text: 'Experienced banking professional with five years of experience at YZX BANK, where I used analytical and interpersonal skills to maintain a 99.60% customer satisfaction rating. Seeking a chance to leverage my banking skills to maximize the operations and quality of service at BANK XYZ.' The 'Submit' button is highlighted. The rest of the page content is identical to the previous screenshot.

4. Click on **Submit**
5. The result screen will show up as follows.



- Home
- My Profile**
- Personal Info*
- Profile Summary**
- Languages*
- Academic Qualifications*
- Employment History
- Professional Qualifications
- Awards
- Skills*
- References*
- Attachments*
- View Profile
- Jobs
- Settings

Home > Profile Summary

Profile Summary

Notes

- This Section is Optional
- Profile Summary is a brief description about yourself, your qualifications, experience and accomplishments relevant to the job you are applying for
- Please limit to 1 Profile Summary preferably
- Example: A recent finance graduate looking for a position of Accounting and Financial Analyst to maximize learnings and experience with valuable accounting tools and systems to derive an accurate analysis of data from multiple sources

Profile Summary has been updated successfully

Profile Summary

Profile Summary*

Experienced banking professional with five years of experience at YZX BANK, where I used analytical and interpersonal skills to maintain a 99.60% customer satisfaction rating. Seeking a chance to leverage my banking skills to maximize the operations and quality of service at BANK XYZ.



4.3 Language

4.3.1 Add New Language.

1. Click on **My Profile**.
2. Click on **Language**.

Recruitment Portal

Siva Raju Mantena

Home » Languages

Languages

- Please add all Languages you can Read, Write, Speak
- Please select appropriate proficiency Level
- Please add all Languages in Title Case(First letter in Capital)
- You may attach any supporting documents relevant(Optional)

View View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Language	Speaking	Writing	Reading	Supporting Docs Attached
No data available in table				

Showing 0 to 0 of 0 entries

https://rput.rtmrp.com/rp/rp/rplanguages.jsp

3. Click on **New**.

Recruitment Portal

Siva Raju Mantena

Home » Languages

Languages

- Please add all Languages you can Read, Write, Speak
- Please select appropriate proficiency Level
- Please add all Languages in Title Case(First letter in Capital)
- You may attach any supporting documents relevant(Optional)

View View New Edit Delete View/Upload Supporting File(s)

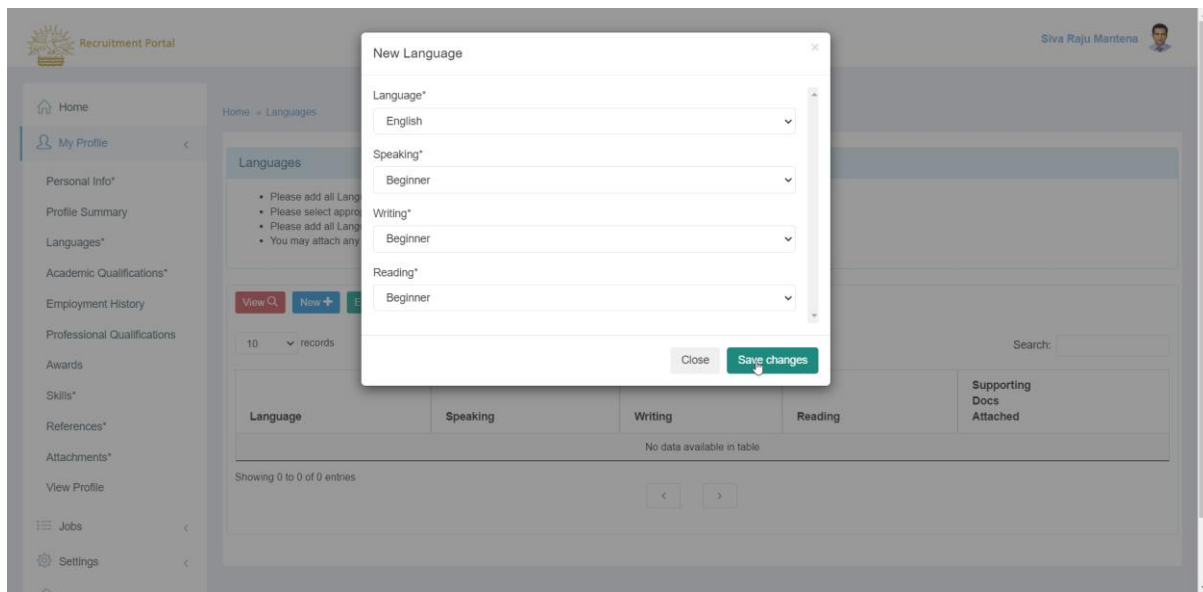
10 records Search:

Language	Speaking	Writing	Reading	Supporting Docs Attached
No data available in table				

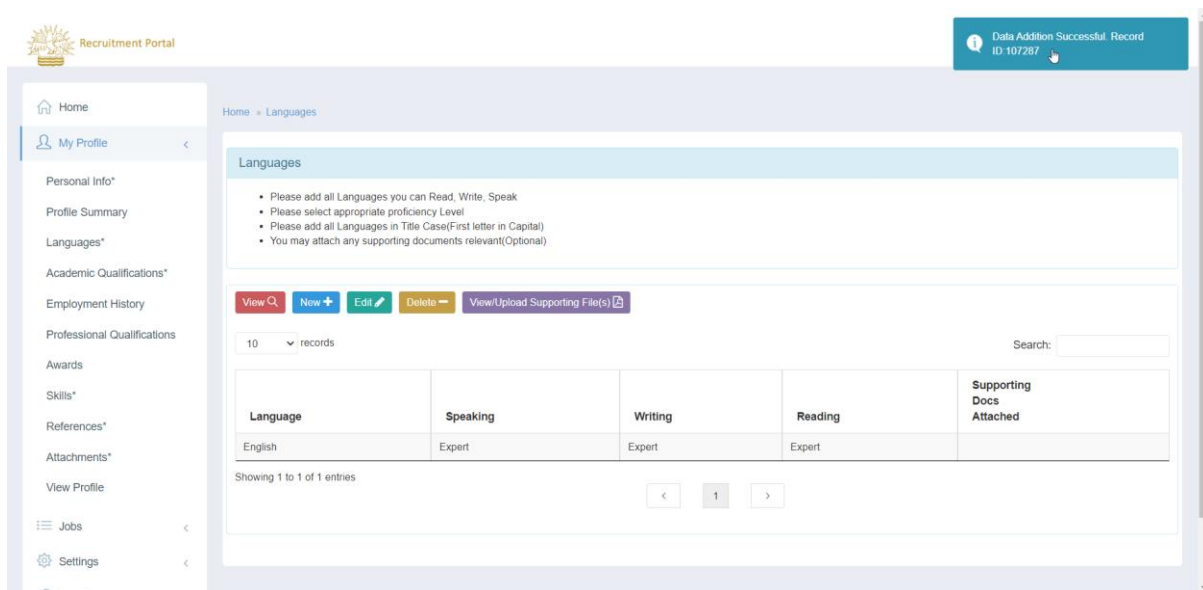
Showing 0 to 0 of 0 entries

javascript:newRecord()

4. Enter Language.



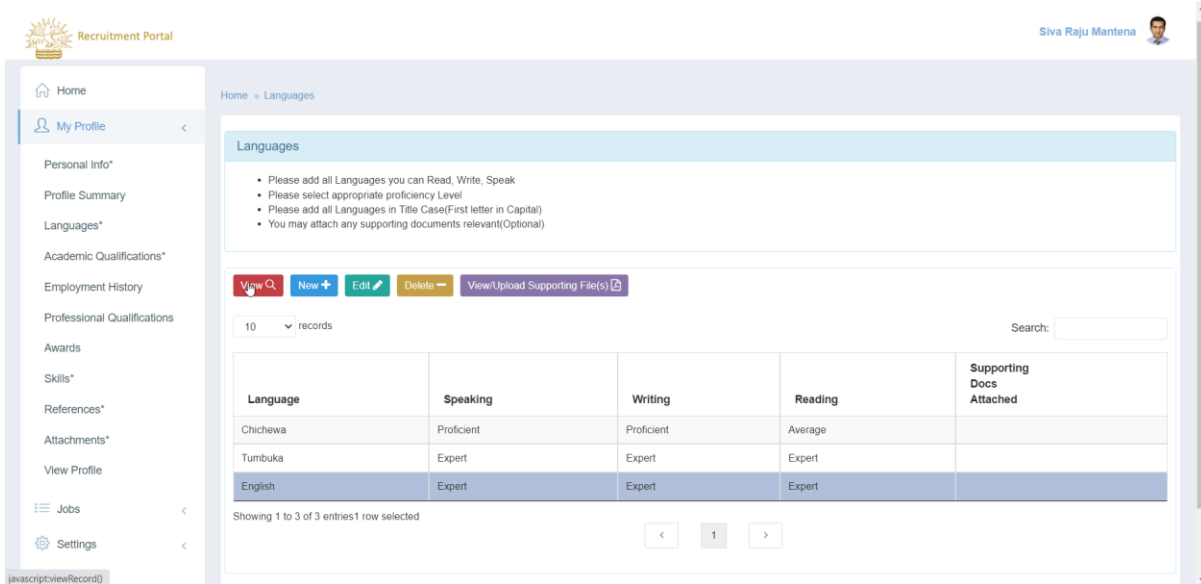
5. Click on **Save Changes**.
6. When you click on Save changes, the system displays the result message.



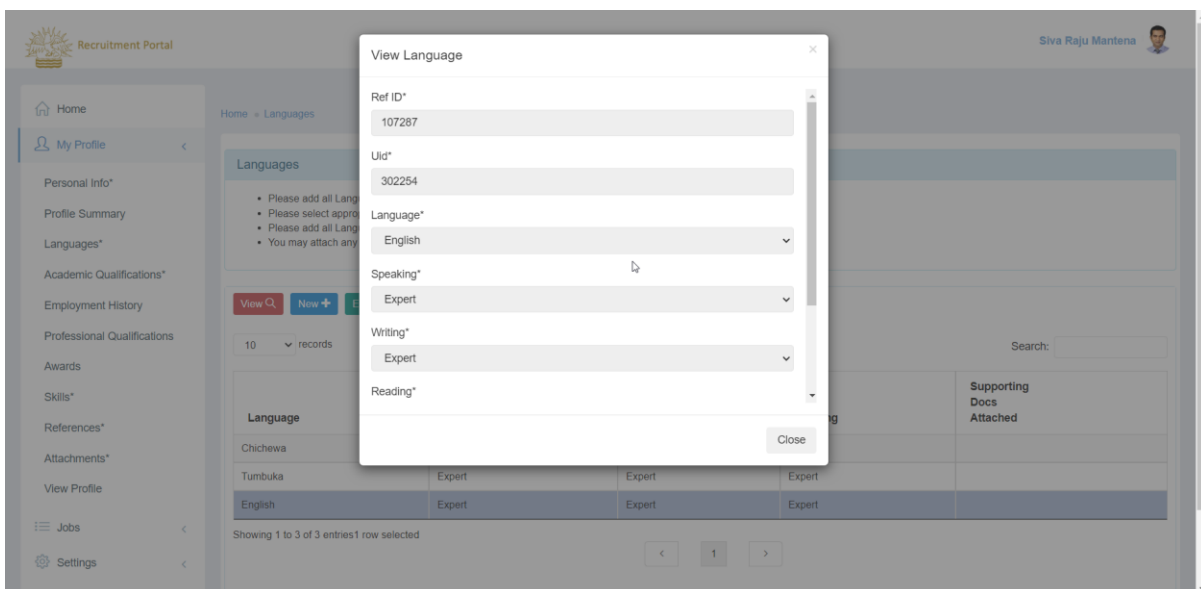


4.3.2 View Language

1. To view Language, Login to Portal with User ID and Password
2. Click on **My Profile**
3. Click on **Language**



4. Select the record and click on **VIEW** button so you can go through all details in a separate dialogue box.

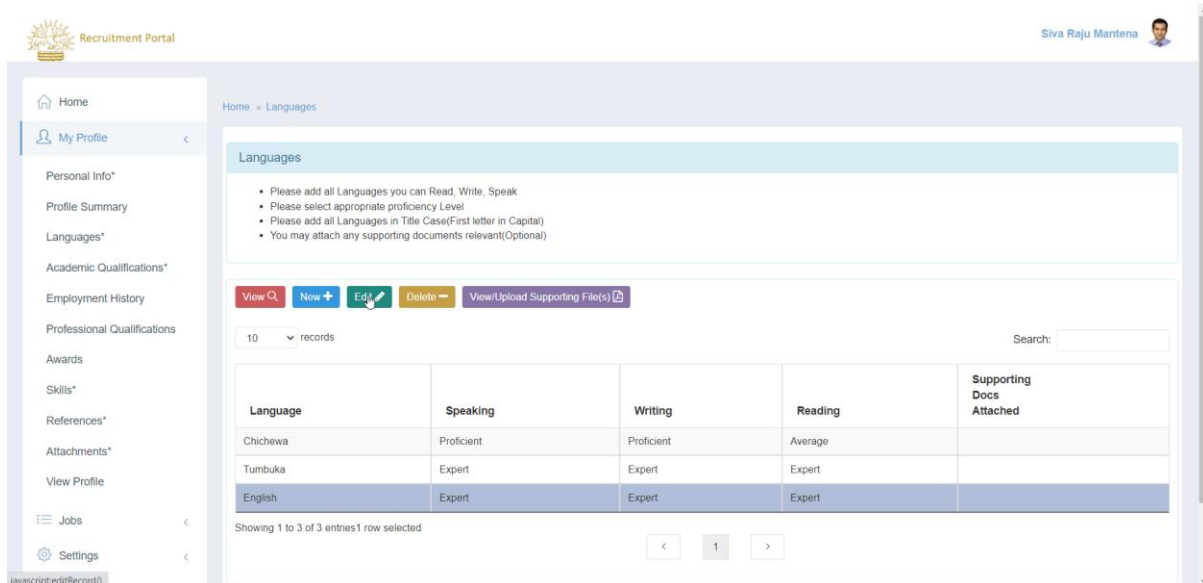


5. To close the Record, click on **Close**.

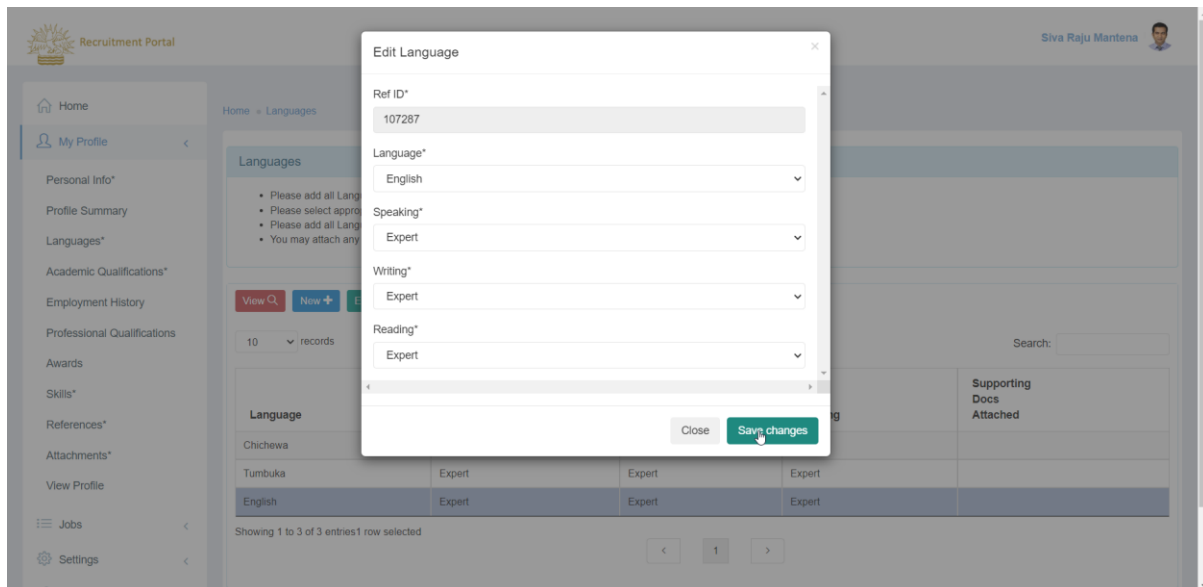


4.3.3 Edit Languages

1. To Edit languages, Login to Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Languages**
4. Select the record and click on **Edit**.



5. After clicking on EDIT, a dialogue box will show up for a data update. You can edit the required data and click on **Save Changes**.





4.3.4 Delete Language

1. To delete the language, Login to Portal with User ID and Password
2. Click on **My Profile**
3. Click on **Language**.
4. Select the record and click on **Delete**.

Recruitment Portal Siva Raju Mantena

Home » Languages

Languages

- Please add all Languages you can Read, Write, Speak
- Please select appropriate proficiency Level
- Please add all Languages in Title Case(First letter in Capital)
- You may attach any supporting documents relevant(Optional)

View New Edit **Delete** View/Upload Supporting File(s)

10 records Search:

Language	Speaking	Writing	Reading	Supporting Docs Attached
Chichewa	Proficient	Proficient	Average	
Tumbuka	Expert	Expert	Expert	
English	Expert	Expert	Expert	

Showing 1 to 3 of 3 entries

javascript:customActionRecord(71,'Delete Language Record')

5. After clicking on **Delete**, the page will show up as follows.

Recruitment Portal Profile Record delete request completed successfully

Home » Languages

Languages

- Please add all Languages you can Read, Write, Speak
- Please select appropriate proficiency Level
- Please add all Languages in Title Case(First letter in Capital)
- You may attach any supporting documents relevant(Optional)

View New Edit **Delete** View/Upload Supporting File(s)

10 records Search:

Language	Speaking	Writing	Reading	Supporting Docs Attached
Tumbuka	Expert	Expert	Expert	
English	Expert	Expert	Expert	

Showing 1 to 2 of 2 entries



4.3.5 View/Upload Supporting files.

If an Applicant has certifications on any mentioned Languages, He can Upload them by using this, Method.

1. Login to Portal with User ID and Password
2. Click on **My Profile**
3. Click on **Language**.
4. Select the record and click on **View/Upload Supporting Files**.

Recruitment Portal

Home » Languages

Languages

- Please add all Languages you can Read, Write, Speak.
- Please select appropriate proficiency Level
- Please add all Languages in Title Case(First letter in Capital)
- You may attach any supporting documents relevant(Optional)

View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Language	Speaking	Writing	Reading	Supporting Docs Attached
Tumbuka	Expert	Expert	Expert	
English	Expert	Expert	Expert	

Showing 1 to 2 of 2 entries 1 row selected

JavaScript:upload(LanguageFile)

5. The page will show up as follows.

Recruitment Portal

Home » Language

Language - Upload New Supporting File

Ref Record ID: 107287

Language: English

Speaking: Expert

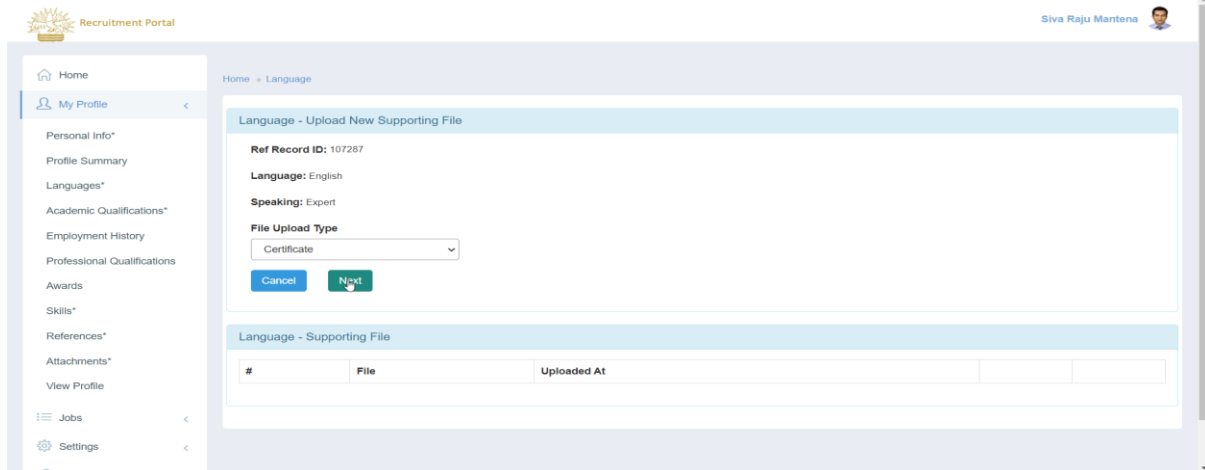
File Upload Type

- Certificate
- Supporting Document
- Others

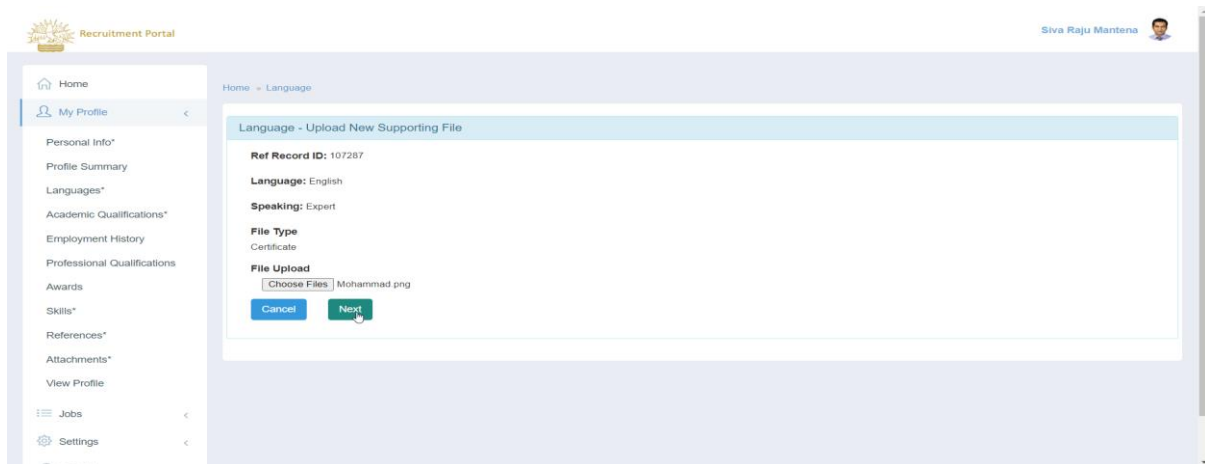
Language - Supporting File

#	File	Uploaded At
---	------	-------------

6. Select the file Upload type.
7. click on **Next**.

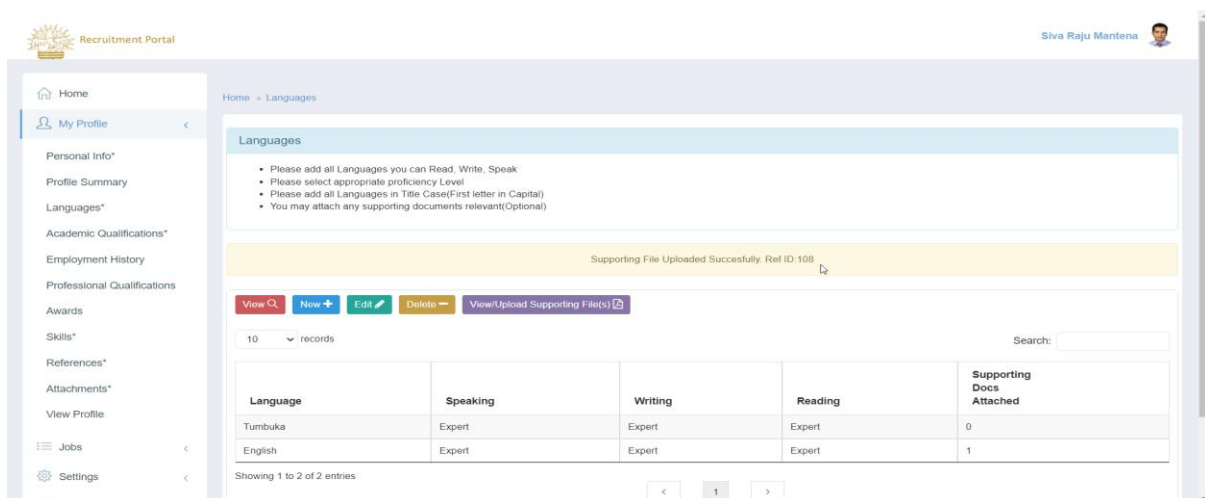


8. To upload Supporting Document, click on **Choose file**.



9. Select the Document and click on **Next**.

10. The result screen will show up as follows.





4.4 Academic Qualifications

4.4.1 Add New Academic Qualifications

1. Login to Portal with User ID and Password
2. Click on **My Profile**
3. Click on **Academic Qualifications**.

Recruitment Portal Siva Raju Mantena

Home Home » Academic Qualifications

Academic Qualifications

- Add all your academic qualification detail completely from Secondary Education till your most recent academic qualification
- Please ensure you select appropriate categories
- Please upload all your Academic Certificates

[View](#) [New](#) [Edit](#) [Delete](#) [View/Upload Supporting File\(s\)](#)

10 records Search:

Qualification Name	Attended From	Attended To	Institution	Supporting Docs Attached
No data available in table				

Showing 0 to 0 of 0 entries

4. Click on **New**

Recruitment Portal Siva Raju Mantena

Home Home » Academic Qualifications

Academic Qualifications

- Add all your academic qualification detail completely from Secondary Education till your most recent academic qualification
- Please ensure you select appropriate categories
- Please upload all your Academic Certificates

[View](#) [New](#) [Edit](#) [Delete](#) [View/Upload Supporting File\(s\)](#)

10 records Search:

Qualification Name	Attended From	Attended To	Institution	Supporting Docs Attached
No data available in table				

Showing 0 to 0 of 0 entries

javascript:newRecord()



5. Enter Academic Qualification Details.

Qualification Name*

Attended From*

Attended To*

Institution*

Class*

Pass

Upload Certificate Copy

Close Save changes

6. Click on **Save Changes**.

7. When you click on **Save Changes**, the system will display the result message.

Data Addition Successful. Record ID: 359573

Academic Qualifications

- Add all your academic qualification detail completely from Secondary Education till your most recent academic qualification
- Please ensure you select appropriate categories
- Please upload all your Academic Certificates

View View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Qualification Name	Attended From	Attended To	Institution	Supporting Docs Attached
Bachelor Degree in Finance	01/01/2017	01/01/2020	catholic university of malawi	1

Showing 1 to 1 of 1 entries



4.4.2 View Academic Qualification

1. To view Academic Qualification, Login to the Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Academic Qualifications**

Recruitment Portal

Home » Academic Qualifications

Academic Qualifications

- Add all your academic qualification detail completely from Secondary Education till your most recent academic qualification
- Please ensure you select appropriate categories
- Please upload all your Academic Certificates

View View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Qualification Name	Attended From	Attended To	Institution	Supporting Docs Attached
Bachelor Degree in Finance	01/01/2017	01/01/2020	catholic university of malawi	1

Showing 1 to 1 of 1 entries 1 row selected

4. Select the record and click on **the View** button so you can go through all the details in a separate dialogue box.

View Academic Qualification

Ref ID* 359573

Qualification Name* Bachelor Degree in Finance

Attended From* 01/01/2017

Attended To* 01/01/2020

Institution* catholic university of malawi

Class*

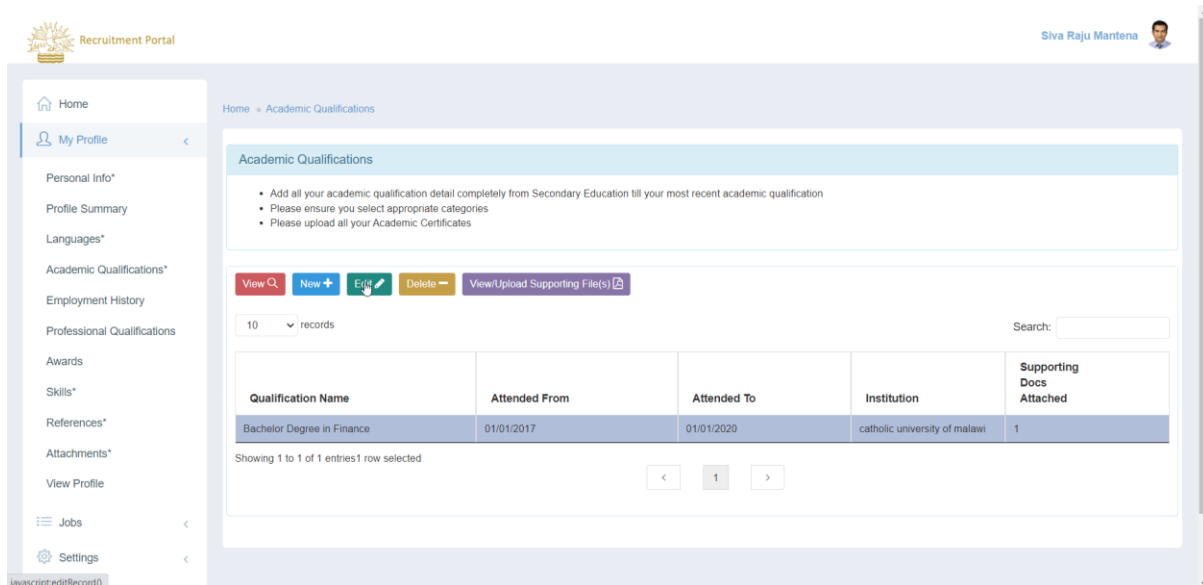
Close

5. To close the Record, Click on **Close**.

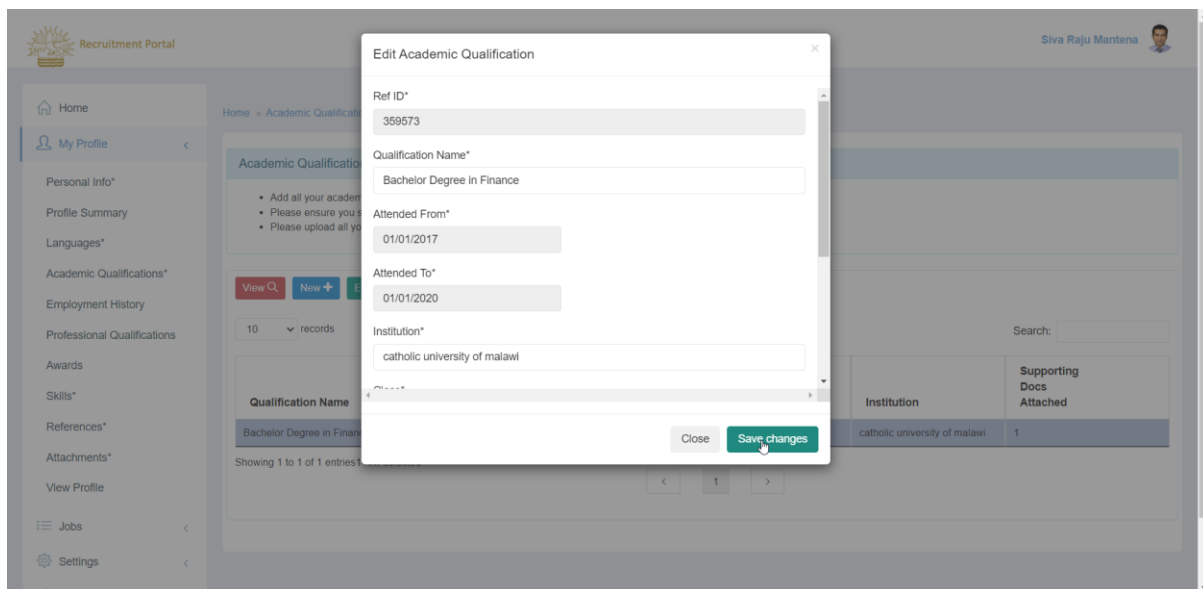


4.4.3 Edit Academic Qualifications

1. To edit Academic Qualification, Login to the Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Academic Qualification**
4. Select the record and click on **Edit**.



5. After clicking on Edit, a dialogue box will show up for a data update. You can edit the required data and click on **Save Changes**.





4.4.4 Delete Academic Qualification

1. To delete Academic Qualification, Login to the Portal with User ID and Password
2. Click on **My Profile**
3. Click on **Academic Qualification**
4. Select the Record and click on **Delete**.

Recruitment Portal Siva Raju Mantena

Home » Academic Qualifications

Academic Qualifications

- Add all your academic qualification detail completely from Secondary Education till your most recent academic qualification
- Please ensure you select appropriate categories
- Please upload all your Academic Certificates

[View Q.](#) [New +](#) [Edit](#) [Delete](#) [View/Upload Supporting File\(s\)](#)

10 records Search:

Qualification Name	Attended From	Attended To	Institution	Supporting Docs Attached
Junior Certificate Examination	05/07/2023	24/07/2023	catholic university of malawi	
Bachelor Degree in Finance	01/01/2017	01/01/2020	catholic university of malawi	1

Showing 1 to 2 of 2 entries 1 row selected

[<](#) [1](#) [>](#)

javascript:customActionRecord(56,'Delete Education Record')

5. After clicking on **Delete**, the page will show up as follows.

Recruitment Portal Profile Record delete request completed successfully

Home » Academic Qualifications

Academic Qualifications

- Add all your academic qualification detail completely from Secondary Education till your most recent academic qualification
- Please ensure you select appropriate categories
- Please upload all your Academic Certificates

[View Q.](#) [New +](#) [Edit](#) [Delete](#) [View/Upload Supporting File\(s\)](#)

10 records Search:

Qualification Name	Attended From	Attended To	Institution	Supporting Docs Attached
Bachelor Degree in Finance	01/01/2017	01/01/2020	catholic university of malawi	1

Showing 1 to 1 of 1 entries

[<](#) [1](#) [>](#)



4.4.5 View/Upload Supporting files.

If an Applicant has More number of certifications on his Academic Qualifications, He can Upload them by using this, Method.

1. Click on **My Profile**
2. Click on **Academic Qualifications**
3. Select the record and click on **View/Upload Supporting Files**

Recruitment Portal

Home » Academic Qualifications

Academic Qualifications

- Add all your academic qualification detail completely from Secondary Education till your most recent academic qualification
- Please ensure you select appropriate categories
- Please upload all your Academic Certificates

View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Qualification Name	Attended From	Attended To	Institution	Supporting Docs Attached
Bachelor Degree in Finance	01/01/2017	01/01/2020	catholic university of malawi	1

Showing 1 to 1 of 1 entries 1 row selected

1

4. The page will show up as follows.

Recruitment Portal

Home » Academic Qualifications

Academic Qualifications - Upload New Supporting File

Ref Record ID: 359573

Degree: Bachelor Degree in Finance

Field of Study:

File Upload Type

Certificate
Certificate
Supporting Document
Others

Academic Qualifications - Supporting File

#	File	Uploaded At	
1	Certificate	26 Jul 2023 08:36:59	Download

5. select the **file upload type**.
6. Then click on **Next**.



Recruitment Portal User Guide



Academic Qualifications - Upload New Supporting File

Ref Record ID: 359573
Degree: Bachelor Degree in Finance
Field of Study:
File Upload Type: Certificate

Cancel Next

Academic Qualifications - Supporting File

#	File	Uploaded At	
1	Certificate	20 Jul 2023 08:36:59	Download

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7. To upload Supporting Document, click on **Choose file**.

Academic Qualifications - Upload New Supporting File

Ref Record ID: 359573
Degree: Bachelor Degree in Finance
Field of Study:
File Type: Certificate

File Upload: Choose Files Mohammad.png

Cancel Next

RBMRecruitmentPortalProfileManagement20230726 - Word

8. Select the Document and click on **Next**.

9. The result screen will show up as follows.

Academic Qualifications

- Add all your academic qualification detail completely from Secondary Education till your most recent academic qualification
- Please ensure you select appropriate categories
- Please upload all your Academic Certificates

Supporting File Uploaded Successfully. Ref ID: 110

View CL New + Edit Delete View/Upload Supporting File(s)

10 records

Qualification Name	Attended From	Attended To	Institution	Supporting Docs Attached
Bachelor Degree in Finance	01/01/2017	01/01/2020	catholic university of malawi	1

Showing 1 to 1 of 1 entries



4.5 Employment History

4.5.1 Add Employment History

1. Login to portal with User ID and Password.
2. Click on **My Profile**.
3. Click on **Employment History**

Recruitment Portal Siva Raju Mantena

Home » Employment History

Employment History

- Add all your work experience detail completely
- Please ensure you select appropriate categories
- Please upload all your Experience Certificates

View View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Employer Status	Employer Name	Employer Address	Last Position Held	Start Date	Supporting Docs Attached
No data available in table					

Showing 0 to 0 of 0 entries

https://puat.rbmp.com/tp/tp/porganizations.jsp

4. Click on **New**

Recruitment Portal Siva Raju Mantena

Home » Employment History

Employment History

- Add all your work experience detail completely
- Please ensure you select appropriate categories
- Please upload all your Experience Certificates

View View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Employer Status	Employer Name	Employer Address	Last Position Held	Start Date	Supporting Docs Attached
No data available in table					

Showing 0 to 0 of 0 entries

javascript:newRecord()

5. Enter the **Current/Previous Employers Details**.



The screenshot shows a 'New Employer' modal form with the following fields:

- Employer Status* (Dropdown menu with 'Previous Employer' selected)
- Employer Name* (Text input field)
- Employer Address (Text input field)
- Last Position Held* (Text input field)
- Start Date* (Date input field)

Buttons at the bottom of the modal: 'Close' and 'Save changes'.

6. Click on **Save Changes**
7. When you click on **Save Changes**, the system displays the result message.

A notification banner at the top right reads: "Data Addition Successful. Record ID: 168430".

The Employment History section includes instructions: "Add all your work experience detail completely", "Please ensure you select appropriate categories", and "Please upload all your Experience Certificates".

Buttons: View, New, Edit, Delete, View/Upload Supporting File(s).

Records per page: 10 records. Search: []

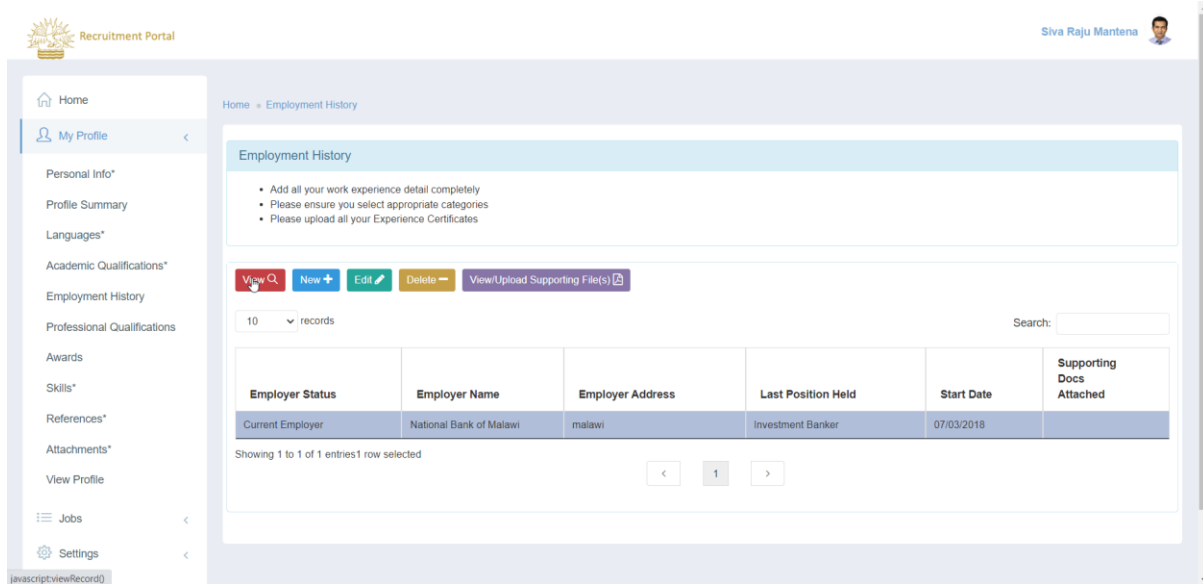
Employer Status	Employer Name	Employer Address	Last Position Held	Start Date	Supporting Docs Attached
Current Employer	National Bank of Malawi	malawi	Investment Banker	07/03/2018	

Showing 1 to 1 of 1 entries. Page 1 of 1.

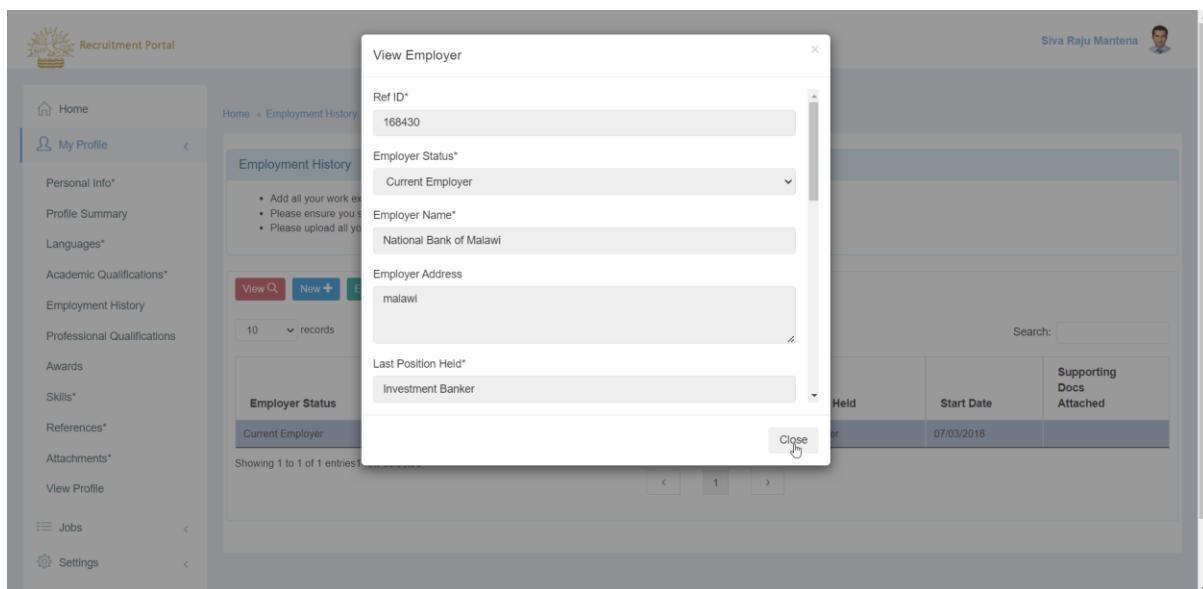


4.5.2 Employment History

1. To view the Employment History, Login to the Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Employment History**



4. Select the record and click on **VIEW** button so you can go through all details in a separate dialogue box.

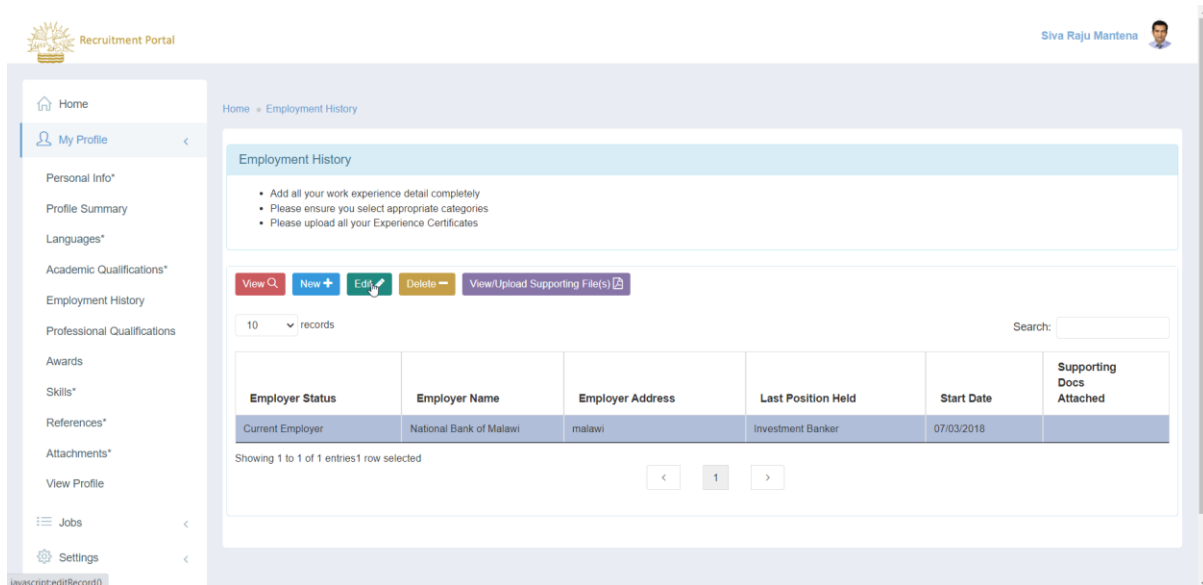


5. To close the Record, Click on **Close**

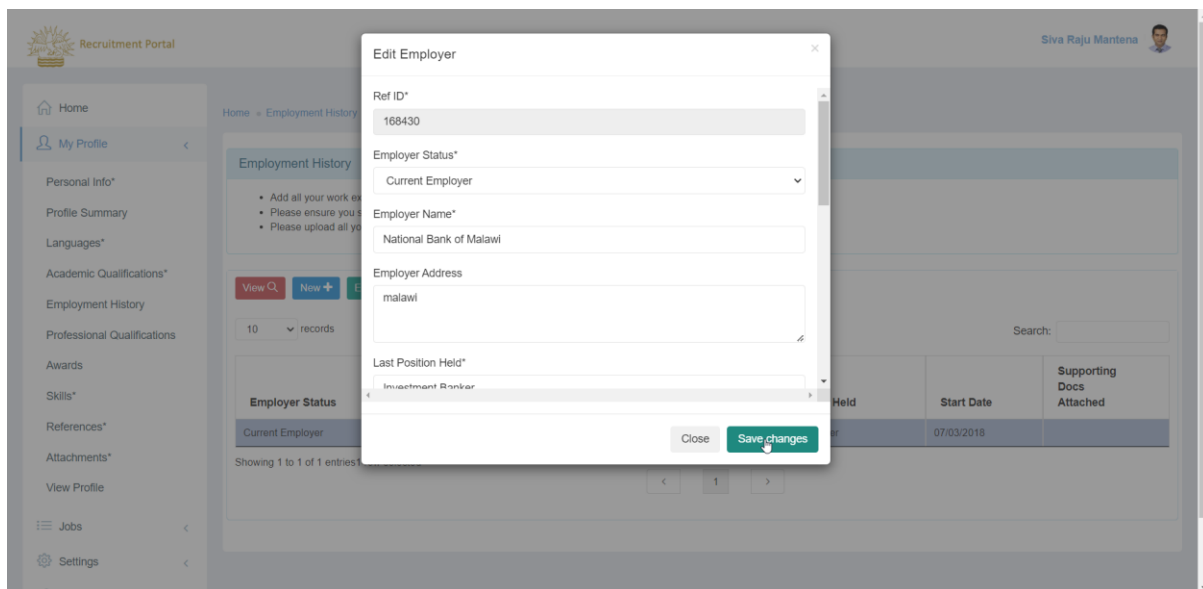


4.5.3 Edit Employment History

1. To Edit Employment History. Login to Portal with User ID and Password
2. Click on **My Profile**
3. Click on **Employment History**
4. Select the record and click on **Edit**.



5. After clicking on **EDIT**, a dialogue box will show up for a data update. You can edit the required data and click on **Save Changes**.





4.5.4 Delete Employment History

1. To Delete Employment History, Login to Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Employment History**
4. Select the record and click on **Delete**.

The screenshot shows the 'Employment History' page in the Recruitment Portal. The user is logged in as Siva Raju Mantena. The page has a sidebar with navigation options: Home, My Profile, Personal Info, Profile Summary, Languages, Academic Qualifications, Employment History, Professional Qualifications, Awards, Skills, References, Attachments, View Profile, Jobs, and Settings. The main content area shows the 'Employment History' section with instructions: 'Add all your work experience detail completely', 'Please ensure you select appropriate categories', and 'Please upload all your Experience Certificates'. Below the instructions are buttons for 'View', 'New', 'Edit', 'Delete', and 'View/Upload Supporting File(s)'. The 'Delete' button is highlighted. A table below shows two records:

Employer Status	Employer Name	Employer Address	Last Position Held	Start Date	Supporting Docs Attached
Previous Employer	Ecobank Malawi	malawi	IT Consultant J2EE and Mobile Apps	01/03/2022	
Current Employer	National Bank of Malawi	malawi	Investment Banker	07/03/2018	

Showing 1 to 2 of 2 entries 1 row selected

5. After clicking on Delete, the page will show up as follows.

The screenshot shows the 'Employment History' page after deleting a record. A blue notification banner at the top right says 'Profile Record delete request completed successfully'. The table now only contains one record:

Employer Status	Employer Name	Employer Address	Last Position Held	Start Date	Supporting Docs Attached
Current Employer	National Bank of Malawi	malawi	Investment Banker	07/03/2018	

Showing 1 to 1 of 1 entries



4.5.5 View/Upload Supporting files.

If an Applicant has Any number of certifications on his Employment History, He can Upload them by using this, Method.

1. Login to the portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Employment History**
4. Select the record and click on **View/Upload Supporting Files**

Employer Status	Employer Name	Employer Address	Last Position Held	Start Date	Supporting Docs Attached
Current Employer	National Bank of Malawi	malawi	Investment Banker	07/03/2018	

5. The page will show up as follows.

Current/Previous Employers - Upload New Supporting File

Ref Record ID: 168430

Organization: National Bank of Malawi

Position Held: Investment Banker

File Upload Type

Certificate
Supporting Document
Others

#	File	Uploaded At
---	------	-------------

6. Select the file **Upload type**.
7. Then click on **Next**.



Recruitment Portal User Guide



Recruitment Portal

Home » Current/Previous Employers

Current/Previous Employers - Upload New Supporting File

Ref Record ID: 168430

Organization: National Bank of Malawi

Position Held: Investment Banker

File Upload Type
Certificate

Cancel Next

Current/Previous Employers - Supporting File

#	File	Uploaded At
---	------	-------------

8. To upload supporting Documents, click on **Choose file**.

Recruitment Portal

Home » Current/Previous Employers

Current/Previous Employers - Upload New Supporting File

Ref Record ID: 168430

Organization: National Bank of Malawi

Position Held: Investment Banker

File Type
Certificate

File Upload
Choose Files Mohammad.png

Cancel Next

9. Select the document and click on **Next**.
10. The result page will be displayed as follows.

Recruitment Portal

Home » Employment History

Employment History

- Add all your work experience detail completely
- Please ensure you select appropriate categories
- Please upload all your Experience Certificates

Supporting File Uploaded Successfully, Ref ID: 111

View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Employer Status	Employer Name	Employer Address	Last Position Held	Start Date	Supporting Docs Attached
Current Employer	National Bank of Malawi	malawi	Investment Banker	07/03/2018	1

Showing 1 to 1 of 1 entries



4.6 Professional Qualifications

4.6.1 Add Professional Qualifications

1. Login to Portal with User ID and Password.
2. Click on **My Profile**.
3. Click on **Professional Qualifications**.

Recruitment Portal Siva Raju Mantena

Home » Professional Qualifications

Professional Qualifications

- Please add all types of Certifications you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View Q New + Edit Delete View/Upload Supporting File(s)

10 records Search:

Qualification Name	Award Year	Awarding Board	Supporting Docs Attached
No data available in table			

Showing 0 to 0 of 0 entries

https://puaatrbmp.com/np/pp/pcertifications.jsp

4. Click on **New**

Recruitment Portal Siva Raju Mantena

Home » Professional Qualifications

Professional Qualifications

- Please add all types of Certifications you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View Q New + Edit Delete View/Upload Supporting File(s)

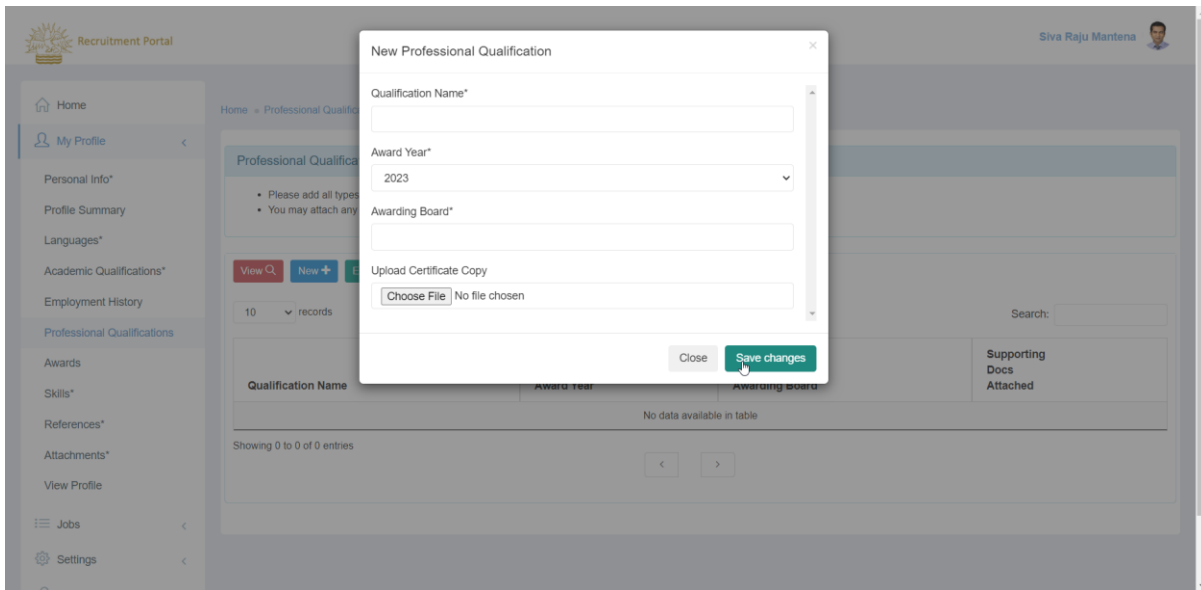
10 records Search:

Qualification Name	Award Year	Awarding Board	Supporting Docs Attached
No data available in table			

Showing 0 to 0 of 0 entries

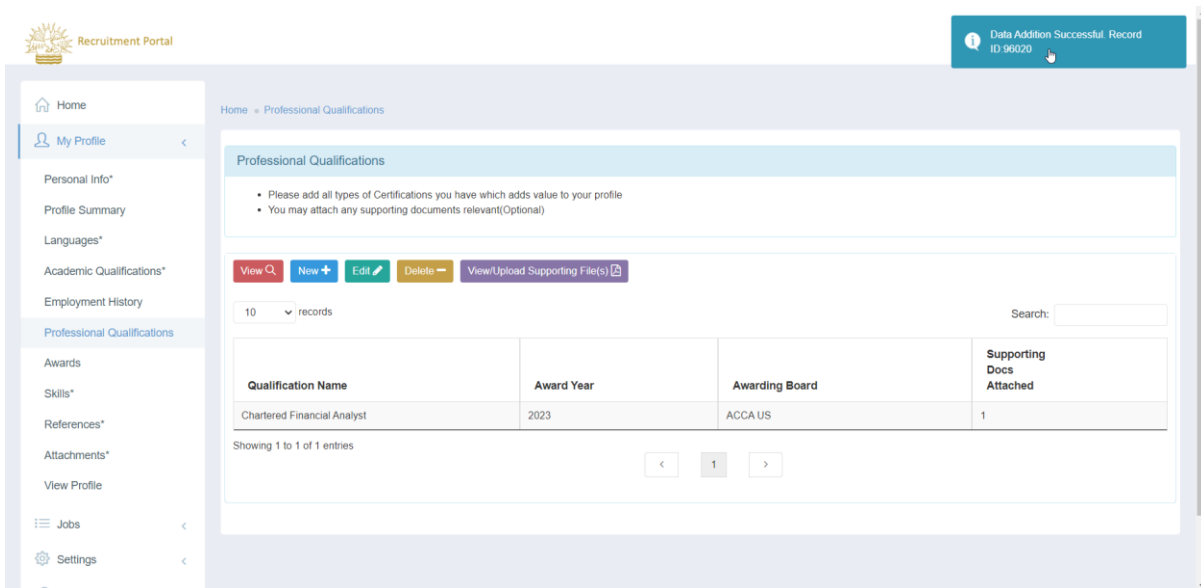
javascript:newRecord()

5. Enter Professional Qualification details.



6. Click on **Save Changes**

7. When you click on **Save Changes**, the system displays the result message.





4.6.2 View Professional Qualification

1. To view the certifications, Login to the Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Professional Qualification**.

Recruitment Portal

Home » Professional Qualifications

Professional Qualifications

- Please add all types of Certifications you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Qualification Name	Award Year	Awarding Board	Supporting Docs Attached
Chartered Financial Analyst	2023	ACCA US	1

Showing 1 to 1 of 1 entries 1 row selected

1

4. Select the record and click on **VIEW** button so you can go through all the details in a separate dialogue box.

View Professional Qualification

Ref ID* 96020

Qualification Name* Chartered Financial Analyst

Award Year* 2023

Awarding Board* ACCA US

Supporting Docs Attached* 1

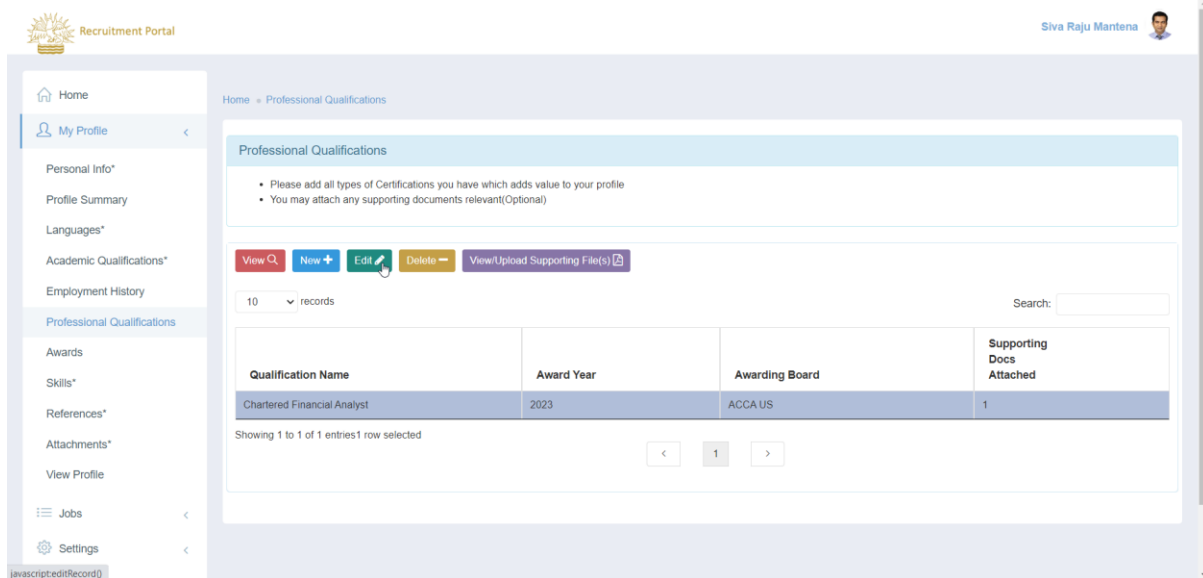
Close

5. To close the Record, click on **Close**.

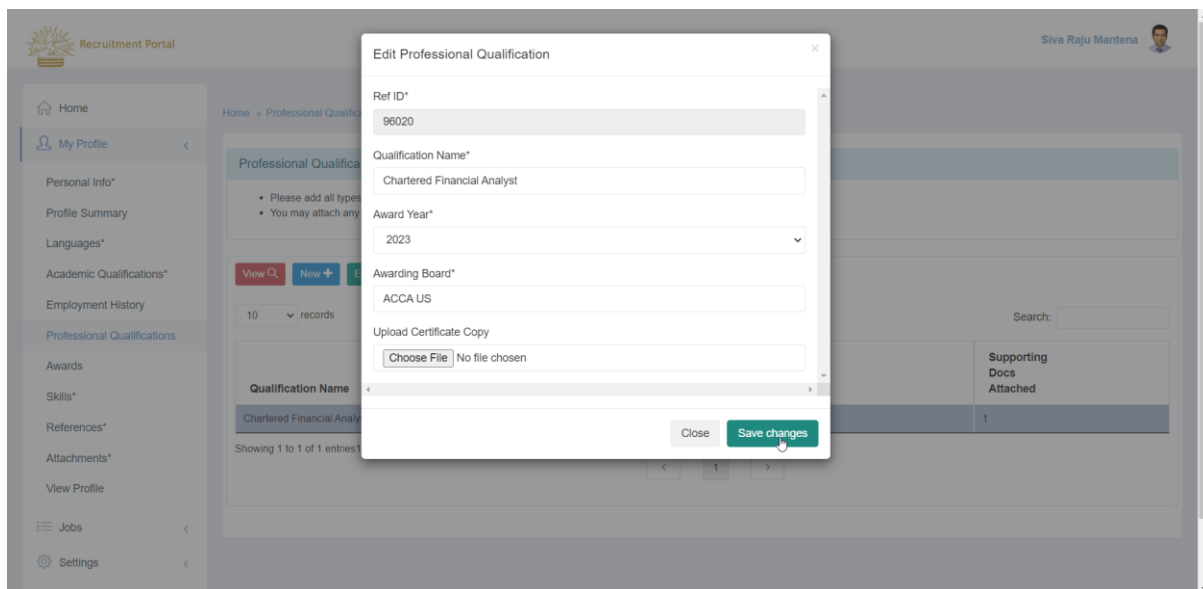


4.6.3 Edit Professional Qualifications

1. To Edit Professional Qualifications. Login to Portal with User ID and Password
2. Click on **My Profile**
3. Click on **Professional Qualification**
4. Select the record and click on **Edit**.



5. After clicking on **EDIT**, a dialogue box will show up for a data update. You can edit the required data and click on **Save Changes**.



6. Make the changes that Required and click on **Save Changes**.



4.6.4 Delete Professional Qualifications

1. To Delete Professional Qualification, Login to Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Professional Qualifications**
4. Select the record and click on **Delete**.

The screenshot shows the 'Professional Qualifications' page in the Recruitment Portal. The user is logged in as Siva Raju Mantena. The page has a sidebar with navigation options like Home, My Profile, Personal Info, Profile Summary, Languages, Academic Qualifications, Employment History, Professional Qualifications, Awards, Skills, References, Attachments, View Profile, Jobs, and Settings. The main content area shows a table of professional qualifications. The 'Delete' button is highlighted with a mouse cursor.

Qualification Name	Award Year	Awarding Board	Supporting Docs Attached
Java, JZEE, android	2023	ACCA US	
Chartered Financial Analyst	2023	ACCA US	1

5. After clicking on **Delete**, the page will show up as follows.

The screenshot shows the 'Professional Qualifications' page after deleting a record. A success message 'Profile Record delete request completed successfully' is displayed at the top right. The table now only contains one record: 'Chartered Financial Analyst'.

Qualification Name	Award Year	Awarding Board	Supporting Docs Attached
Chartered Financial Analyst	2023	ACCA US	1



4.6.5 View/Upload Supporting Files

If an Applicant has Any number of extra certifications on his Professional Qualifications, He can Upload them by using this, Method.

1. Login to the portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Professional Qualifications**
4. Select the record and click on **View/Upload Supporting Files**

Recruitment Portal

Home » Professional Qualifications

Professional Qualifications

- Please add all types of Certifications you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View Q New + Edit Delete View/Upload Supporting File(s)

10 records Search:

Qualification Name	Award Year	Awarding Board	Supporting Docs Attached
Chartered Financial Analyst	2023	ACCA US	1

Showing 1 to 1 of 1 entries 1 row selected

5. The page will be displayed as follows.

Recruitment Portal

Home » Professional Qualifications

Professional Qualifications - Upload New Supporting File

Ref Record ID: 96020

Certification Name: Chartered Financial Analyst

Certified On:

File Upload Type

Certificate
Supporting Document
Others

Professional Qualifications - Supporting File

#	File	Uploaded At	
1	Certificate	26 Jul 2023 09:37:07	Download

6. Select the **file Upload type**.
7. Click on **next**.



Recruitment Portal

Home » Professional Qualifications

Professional Qualifications - Upload New Supporting File

Ref Record ID: 96020

Certification Name: Chartered Financial Analyst

Certified On:

File Upload Type: Certificate

Cancel Next

Professional Qualifications - Supporting File

#	File	Uploaded At	
1	Certificate	26 Jul 2023 09:37:07	Download

8. To upload supporting Document, click on **Choose file.**

Recruitment Portal

Home » Professional Qualifications

Professional Qualifications - Upload New Supporting File

Ref Record ID: 96020

Certification Name: Chartered Financial Analyst

Certified On:

File Type: Certificate

File Upload: Choose Files Mohammad.png

Cancel Next

9. Select the document and click on **Next.**
10. The result page will be displayed as follows.

Recruitment Portal

Home » Professional Qualifications

Professional Qualifications

- Please add all types of Certifications you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

Supporting File Uploaded Successfully Ref ID: 113

View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Qualification Name	Award Year	Awarding Board	Supporting Docs Attached
Chartered Financial Analyst	2023	ACCA US	1

Showing 1 to 1 of 1 entries



4.7 Awards

4.7.1 Add New Awards

1. Login to Portal with User ID and Password.
2. Click on **My Profile**.
3. Click on **Awards**

Recruitment Portal Siva Raju Mantena

Home Awards

Awards

- Please add all types of Awards you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View Q New + Edit Delete View/Upload Supporting File(s)

10 records Search:

Award Name	Award Year	Awarding Board	Supporting Docs Attached
No data available in table			

Showing 0 to 0 of 0 entries

4. Click on **New**.

Recruitment Portal Siva Raju Mantena

Home Awards

Awards

- Please add all types of Awards you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

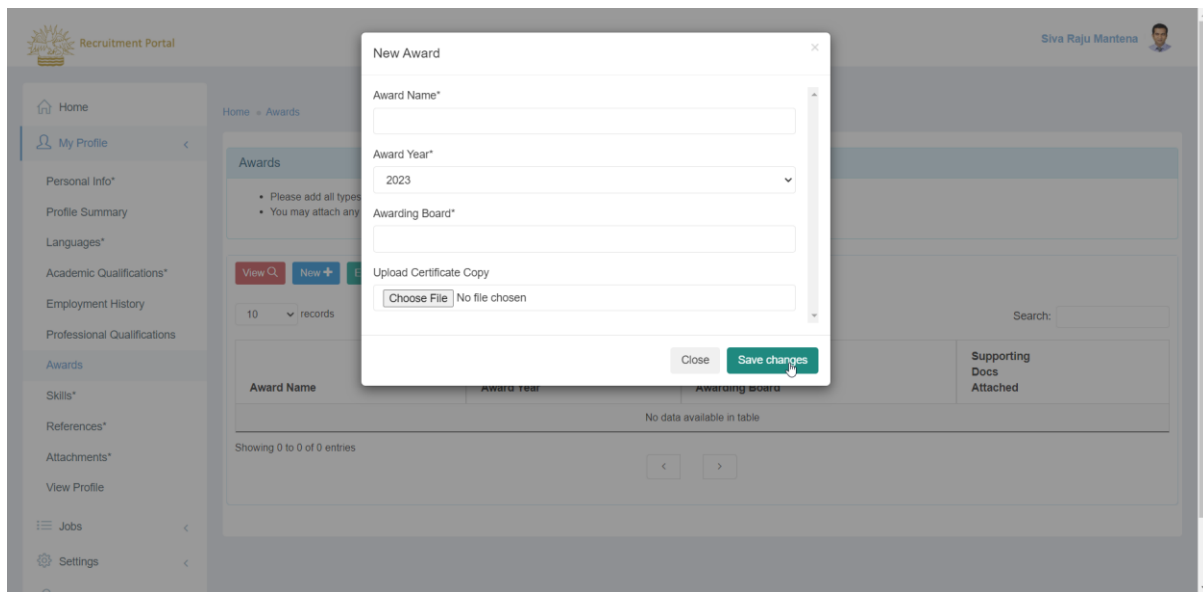
View Q New + Edit Delete View/Upload Supporting File(s)

10 records Search:

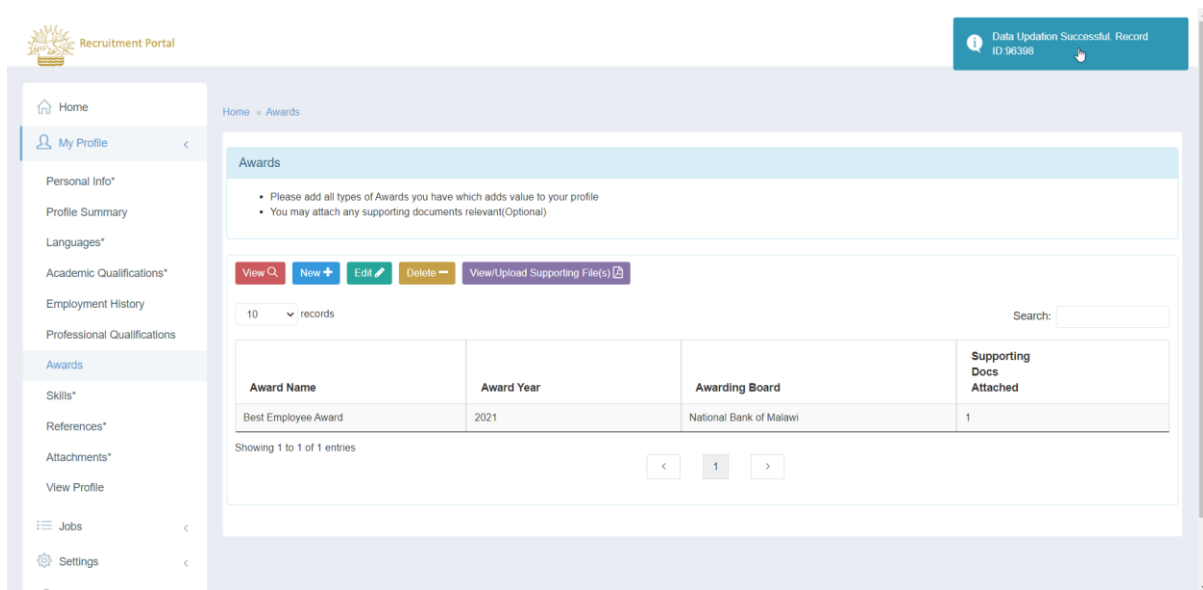
Award Name	Award Year	Awarding Board	Supporting Docs Attached
No data available in table			

Showing 0 to 0 of 0 entries

5. Enter the **Award Details**.



6. Click on **Save Changes**
7. When you click on **Save Changes**, the system displays the result message.





4.7.2 View Awards

1. To view the Awards, Login to the Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Awards**

Recruitment Portal

Home » Awards

Awards

- Please add all types of Awards you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Award Name	Award Year	Awarding Board	Supporting Docs Attached
Best Employee Award	2021	National Bank of Malawi	1

Showing 1 to 1 of 1 entries 1 row selected

4. Select the record and click on **VIEW** button so you can go through all the details in a separate dialogue box.

Recruitment Portal

Home » Awards

Awards

- Please add all types of Awards you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Award Name	Award Year	Awarding Board	Supporting Docs Attached
Best Employee Award	2021	National Bank of Malawi	1

Showing 1 to 1 of 1 entries 1 row selected

View Award

Ref ID* 96398

Award Name* Best Employee Award

Award Year* 2021

Awarding Board* National Bank of Malawi

Supporting Docs Attached* 1

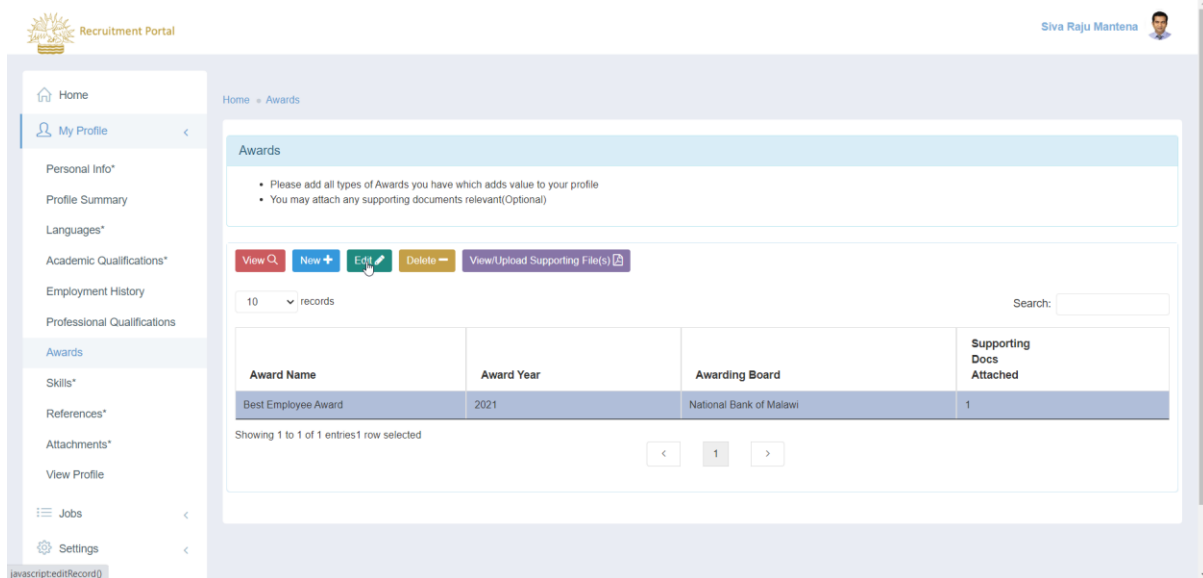
Close

5. To close the Record, Click on **Close**

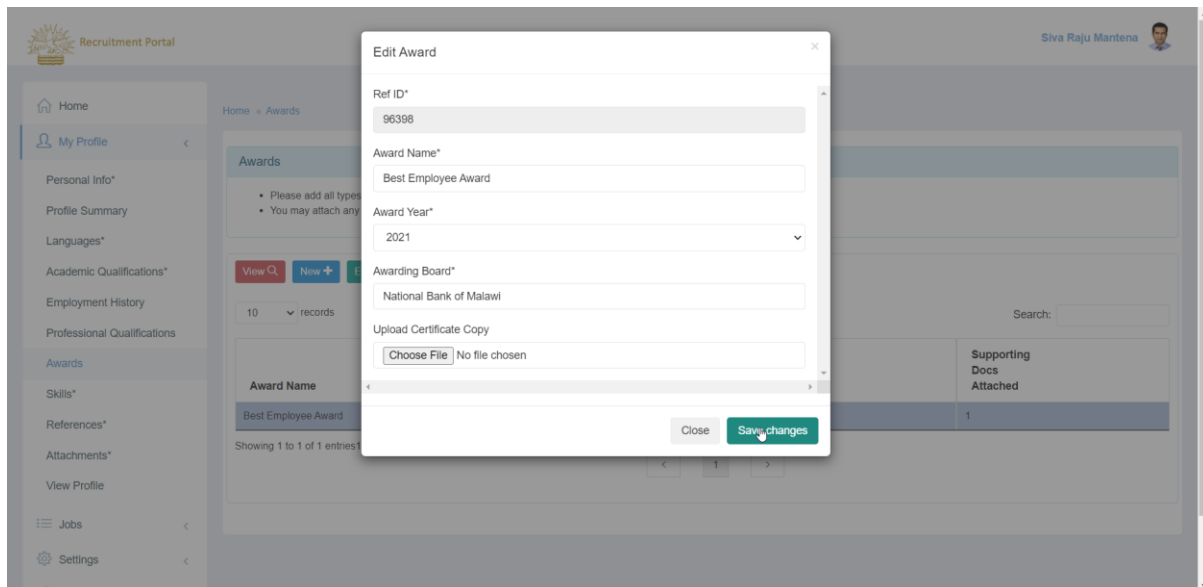


4.7.3 Edit Awards

1. To Edit Awards. Login to Portal with User ID and Password
2. Click on **My Profile**
3. Click on **Awards**
4. Select the record and click on **Edit**.



5. After clicking on **EDIT**, a dialogue box will show up for a data update. You can edit the required data and click on **Save Changes**.





4.7.4 Delete Awards

1. To Delete Awards, Login to Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Awards**
4. Select the record and click on **Delete**.

Recruitment Portal

Home » Awards

Awards

- Please add all types of Awards you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View New Edit **Delete** View/Upload Supporting File(s)

10 records Search:

Award Name	Award Year	Awarding Board	Supporting Docs Attached
Best Employee Award	2023	ACCA US	1
Best Employee Award	2021	National Bank of Malawi	1

Showing 1 to 2 of 2 entries 1 row selected

javascript:customActionRecord(59,Delete Award Record)

5. After clicking on **Delete**, the page will show up as follows.

Recruitment Portal

Home » Awards

Awards

- Please add all types of Awards you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View New Edit **Delete** View/Upload Supporting File(s)

10 records Search:

Award Name	Award Year	Awarding Board	Supporting Docs Attached
Best Employee Award	2021	National Bank of Malawi	1

Showing 1 to 1 of 1 entries

Profile Record delete request completed successfully



4.7.5 View/Upload Support Files

If an Applicant has Any number of Extra certifications on his Awards, He can Upload them by using this, Method.

1. Login to the Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Awards**
4. Select the record and click on **View/Upload Supporting Files**

The screenshot shows the 'Awards' section of the user profile. It includes a sidebar with navigation options like Home, My Profile, Personal Info, Profile Summary, Languages, Academic Qualifications, Employment History, Professional Qualifications, Awards, Skills, References, Attachments, View Profile, Jobs, and Settings. The main content area displays the 'Awards' section with instructions to add awards and attach supporting documents. A table lists the awards, with one entry: 'Best Employee Award' from '2021' awarded by 'National Bank of Malawi' with '1' supporting document attached. A 'View/Upload Supporting File(s)' button is highlighted.

Award Name	Award Year	Awarding Board	Supporting Docs Attached
Best Employee Award	2021	National Bank of Malawi	1

5. The result page will show up as follows.

The screenshot shows the 'Awards - Upload New Supporting File' page. It displays the details of the selected award: 'Best Employee Award' with 'Ref Record ID: 96398'. The 'Awarded On' field is empty. The 'File Upload Type' dropdown menu is open, showing options: 'Certificate' (selected), 'Supporting Document', and 'Others'. Below the form, there is a table showing the uploaded supporting file.

#	File	Uploaded At	
1	Certificate	26 Jul 2023 10:05:25	Download

6. Select file Upload type.
7. click on **Next**.



Recruitment Portal

Home » Awards

Awards - Upload New Supporting File

Ref Record ID: 96398

Award Name: Best Employee Award

Awarded On:

File Upload Type: Certificate

Cancel Next

Awards - Supporting File

#	File	Uploaded At	
1	Certificate	26 Jul 2023 10:05:25	Download

8. To upload supporting Document, click on **choose file**.

Recruitment Portal

Home » Awards

Awards - Upload New Supporting File

Ref Record ID: 96398

Award Name: Best Employee Award

Awarded On:

File Type: Certificate

File Upload: Choose Files Mohammad.png

Cancel Next

9. Select the Document and click on **Next**.

10. the result screen will show up as follows.

Recruitment Portal

Home » Awards

Awards

- Please add all types of Awards you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

Supporting File Uploaded Successfully Ref ID: 116

View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Award Name	Award Year	Awarding Board	Supporting Docs Attached
Best Employee Award	2021	National Bank of Malawi	1

Showing 1 to 1 of 1 entries



4.8 Skills

4.8.1 Add New Skills

1. Login to Portal with User ID and Password.
2. Click on **My Profile**.
3. Click on **Skills**

Recruitment Portal Siva Raju Mantena

Home Skills

Skills

- Please add all types of Skills you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Skill Name	Skill Category	Supporting Docs Attached
No data available in table		

Showing 0 to 0 of 0 entries

https://puat.rbmp.com/tp/rp/rpskills.jsp

4. Click on **New**

Recruitment Portal Siva Raju Mantena

Home Skills

Skills

- Please add all types of Skills you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View New Edit Delete View/Upload Supporting File(s)

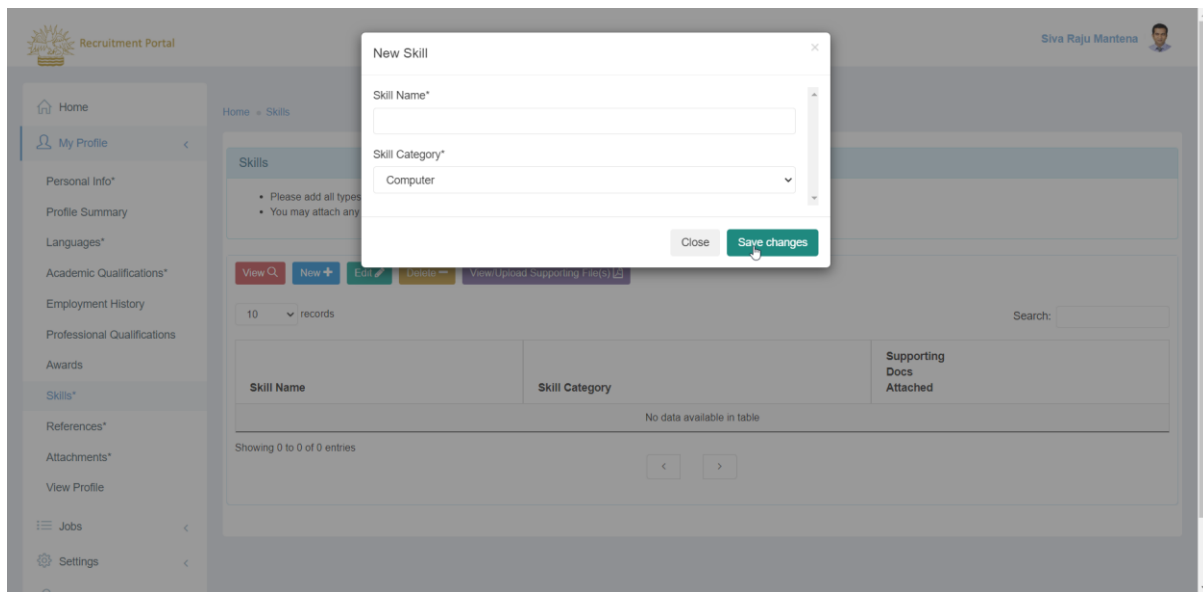
10 records Search:

Skill Name	Skill Category	Supporting Docs Attached
No data available in table		

Showing 0 to 0 of 0 entries

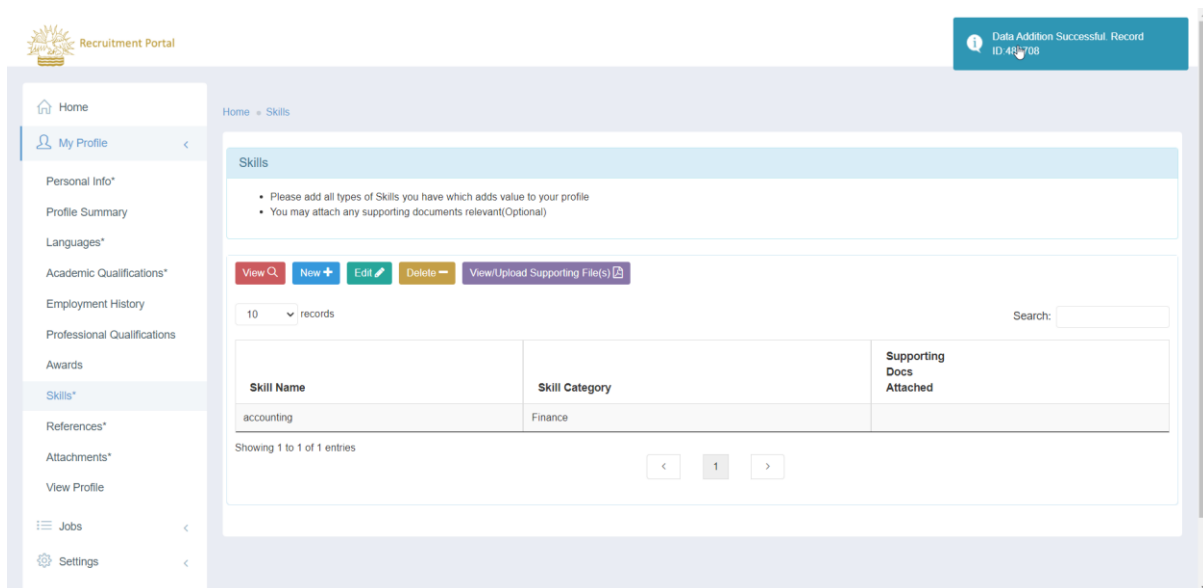
javascript:newRecord()

5. Enter the **Skills**.



6. Click on **Save Changes**

7. When you click on **Save Changes**, the system displays the result message.





4.8.2 View Skills

1. To view the Skills, Login to the Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Skills**

Recruitment Portal

Home Skills

Skills

- Please add all types of Skills you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Skill Name	Skill Category	Supporting Docs Attached
leadership and team management	Management	
Android	Technical	
J2EE	Technical	
java	Technical	
accounting	Finance	

Showing 1 to 5 of 5 entries 1 row selected

4. Select the record and click on **VIEW** button so you can go through all details in a separate dialogue box.

Recruitment Portal

Home Skills

Skills

- Please add all types of Skills you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Skill Name	Skill Category	Supporting Docs Attached
leadership and team management	Management	
Android	Technical	
J2EE	Technical	
java	Technical	
accounting	Finance	

Showing 1 to 5 of 5 entries 1 row selected

View Skill

Ref ID*
480708

Skill Name*
accounting

Skill Category*
Finance

Supporting Docs Attached*

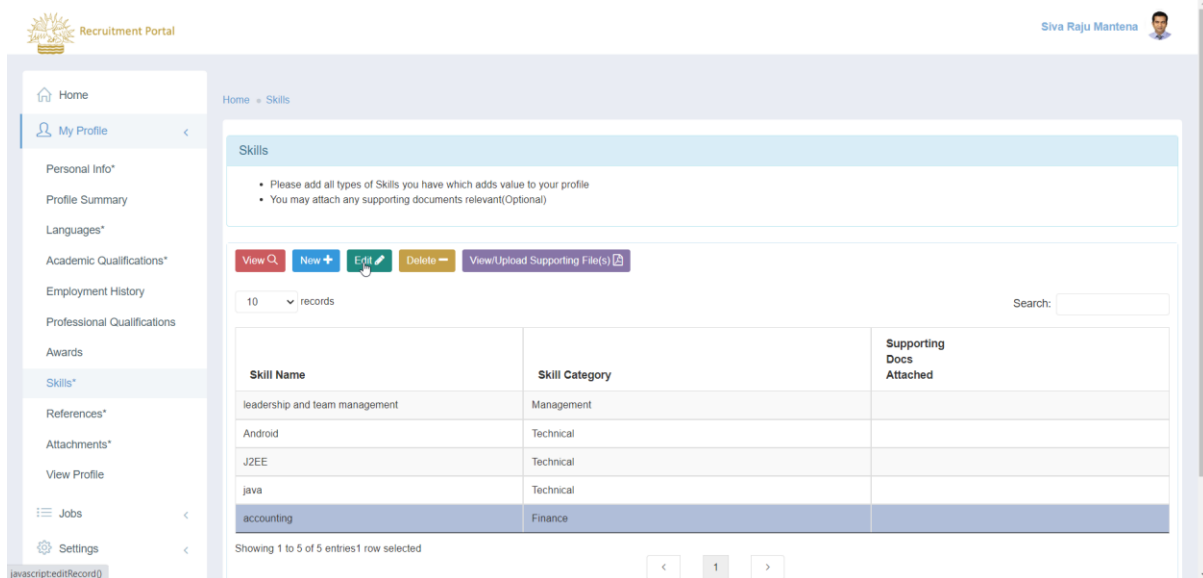
Close

5. To close the Record, Click on **Close**

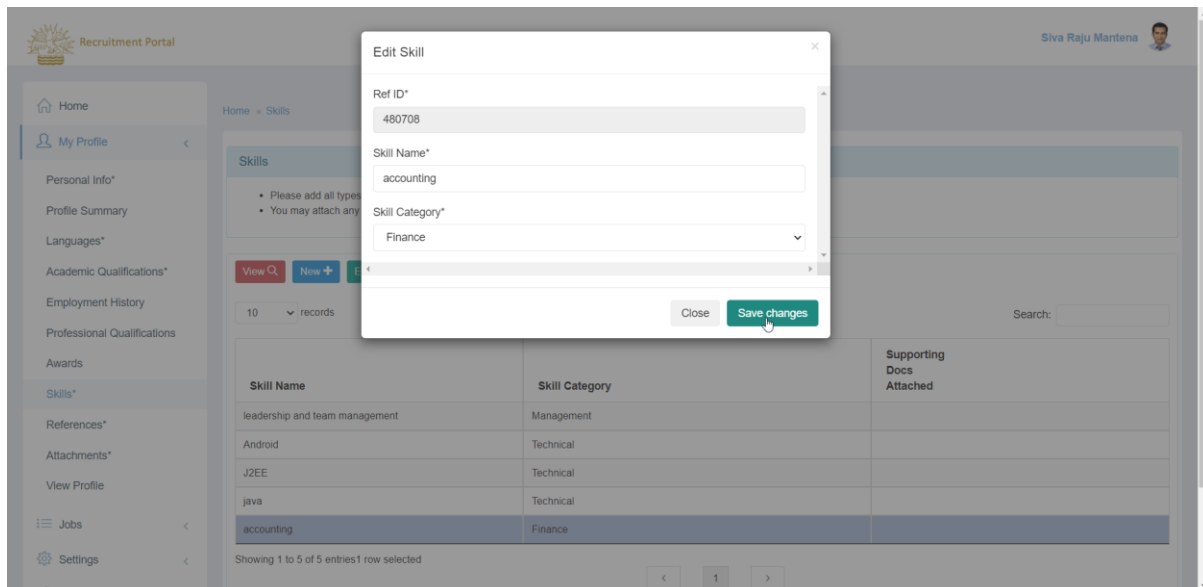


4.8.3 Edit Skills

1. To Edit Skills. Login to Portal with User ID and Password
2. Click on **My Profile**
3. Click on **Skills**
4. Select the record and click on **Edit**.



5. After clicking on **EDIT**, a dialogue box will show up for a data update. You can edit the required data and click on **Save Changes**.





4.8.4 Delete Skills

1. To Delete Skills, Login to Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Skills**
4. Select the record and click on **Delete**.

Recruitment Portal

Siva Raju Mantena

- Please add all types of Skills you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View New + Edit Delete View/Upload Supporting File(s)

10 records Search:

Skill Name	Skill Category	Supporting Docs Attached
leadership and team management	Management	
Android	Technical	
J2EE	Technical	
java	Technical	
accounting	Finance	

Showing 1 to 5 of 5 entries 1 row selected

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[[javascript:customActionRecord(57,'Delete Skill Record')]]

5. After clicking on **Delete**, the Page Will show up as follows.

Recruitment Portal

Profile Record delete request completed successfully

Home Skills

- Please add all types of Skills you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View New + Edit Delete View/Upload Supporting File(s)

10 records Search:

Skill Name	Skill Category	Supporting Docs Attached
Android	Technical	
J2EE	Technical	
java	Technical	
accounting	Finance	

Showing 1 to 4 of 4 entries



4.8.5 View/Upload Supporting Files

If an Applicant has Any number of Extra certifications on his Skills, He can Upload them by using this, Method.

1. Login to the portal with User ID and Password.
2. Click on **My Profile**
3. Click on **Skills**
4. Select the record and click on **View/Upload Supporting Files**

The screenshot shows the 'Skills' page in the Recruitment Portal. The left sidebar contains navigation options like Home, My Profile, Personal Info, Profile Summary, Languages, Academic Qualifications, Employment History, Professional Qualifications, Awards, Skills, References, Attachments, View Profile, Jobs, and Settings. The main content area displays a list of skills with columns for Skill Name, Skill Category, and Supporting Docs Attached. The skills listed are Android (Technical), J2EE (Technical), java (Technical), and accounting (Finance). A button labeled 'View/Upload Supporting File(s)' is highlighted in the top right of the skills list area.

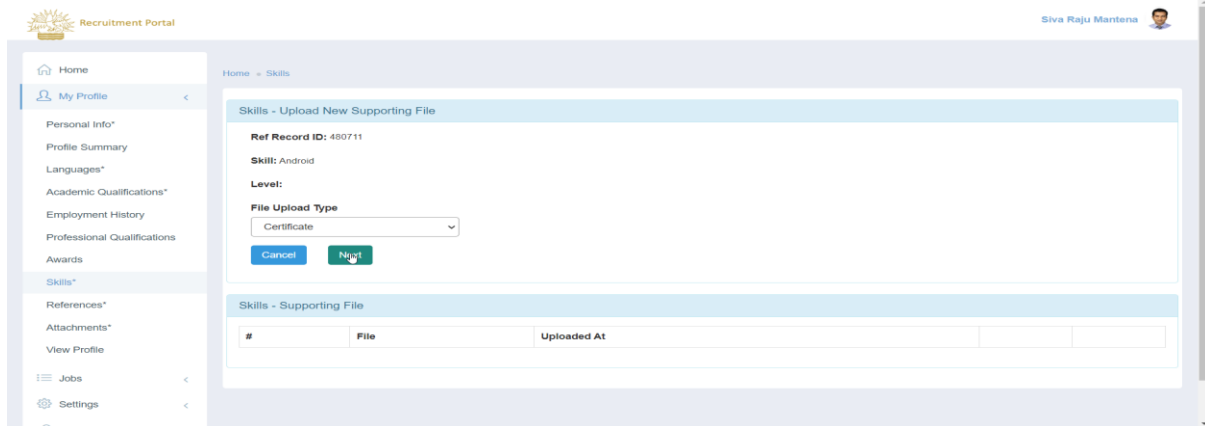
Skill Name	Skill Category	Supporting Docs Attached
Android	Technical	
J2EE	Technical	
java	Technical	
accounting	Finance	

5. The following page will be displayed as follows.

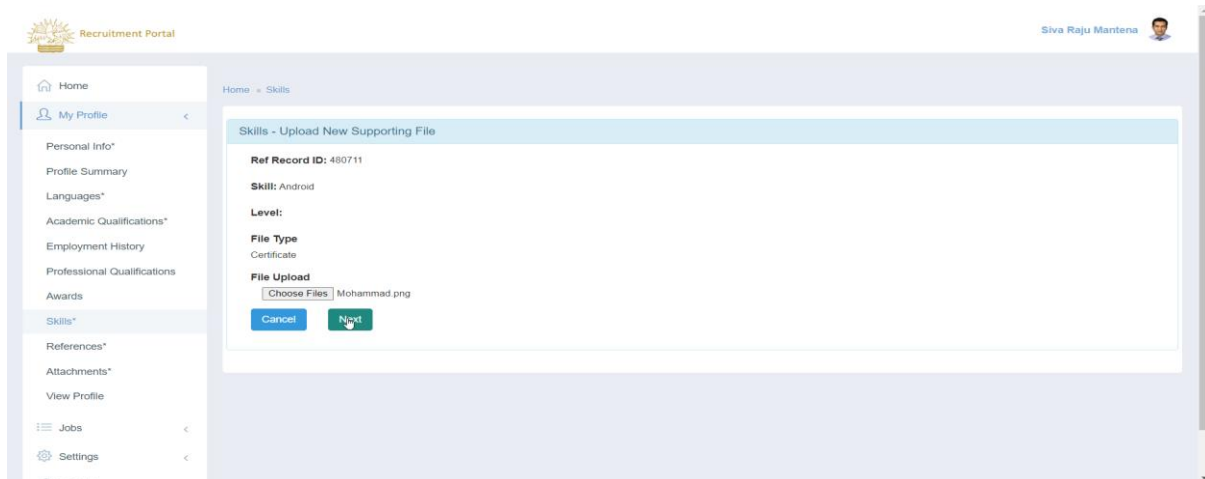
The screenshot shows the 'Skills - Upload New Supporting File' page. The left sidebar is the same as in the previous screenshot. The main content area displays the 'Skills - Upload New Supporting File' form. The form includes fields for 'Ref Record ID: 480711', 'Skill: Android', and 'Level:'. Below these fields is a 'File Upload Type' dropdown menu with options: Certificate, Supporting Document, and Others. The 'Certificate' option is selected. Below the form is a table for 'Skills - Supporting File' with columns for #, File, and Uploaded At.

#	File	Uploaded At
---	------	-------------

6. Select file upload type.
7. Click on **next**.

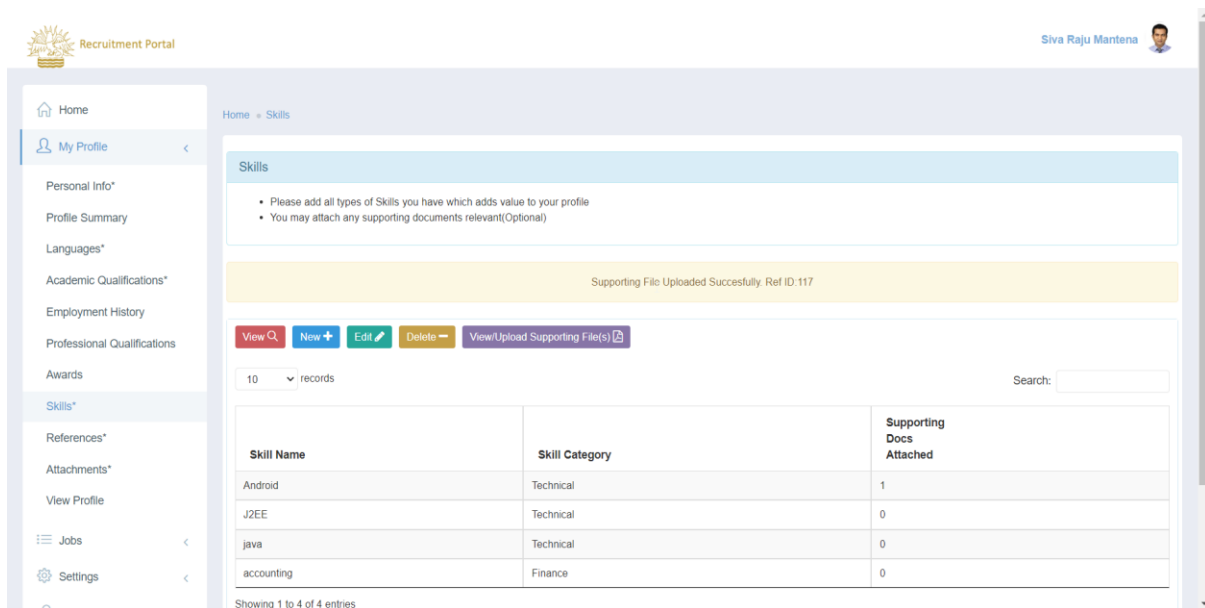


8. To upload supporting document, click on **choose file**.



9. Select the document and click on **Next**.

10. The result will Show up as follows.





4.9 References

4.9.1 Add New References

1. Login to Portal with User ID and Password.
2. Click on **My Profile**.
3. Click on **References**

Recruitment Portal

Siva Raju Mantena

Home » References

References

- Please add all types of References you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Ref Type	Name	Role	Postal Address	Organization	Mobile	Email	Supporting Docs Attached
No data available in table							

Showing 0 to 0 of 0 entries

4. Click on **New**

Recruitment Portal

Siva Raju Mantena

Home » References

References

- Please add all types of References you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View View New Edit Delete View/Upload Supporting File(s)

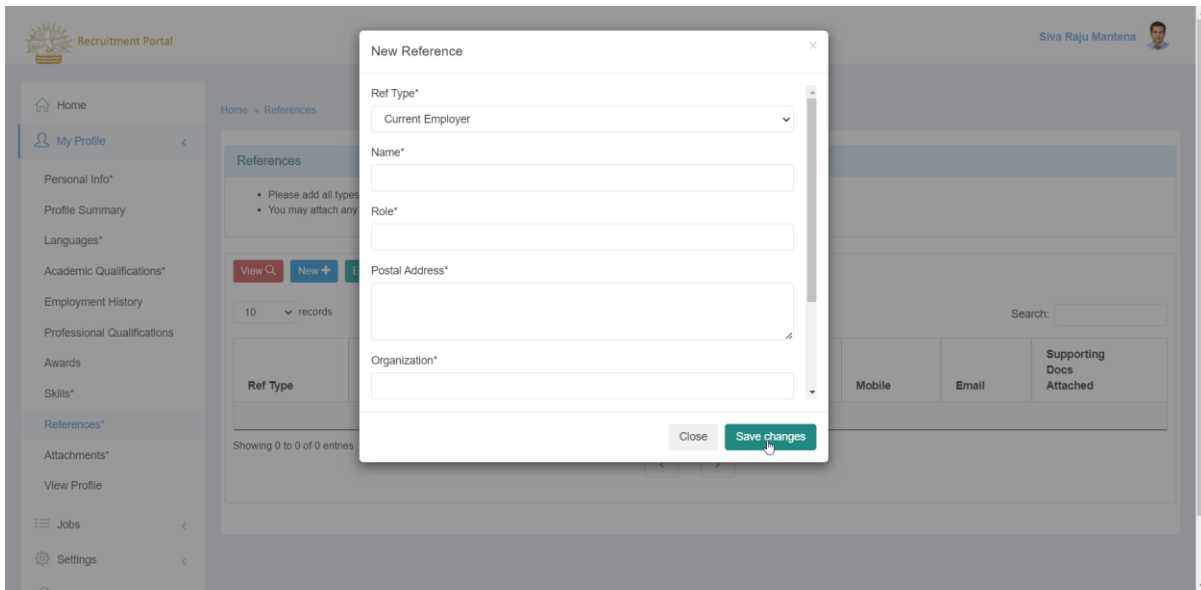
10 records Search:

Ref Type	Name	Role	Postal Address	Organization	Mobile	Email	Supporting Docs Attached
No data available in table							

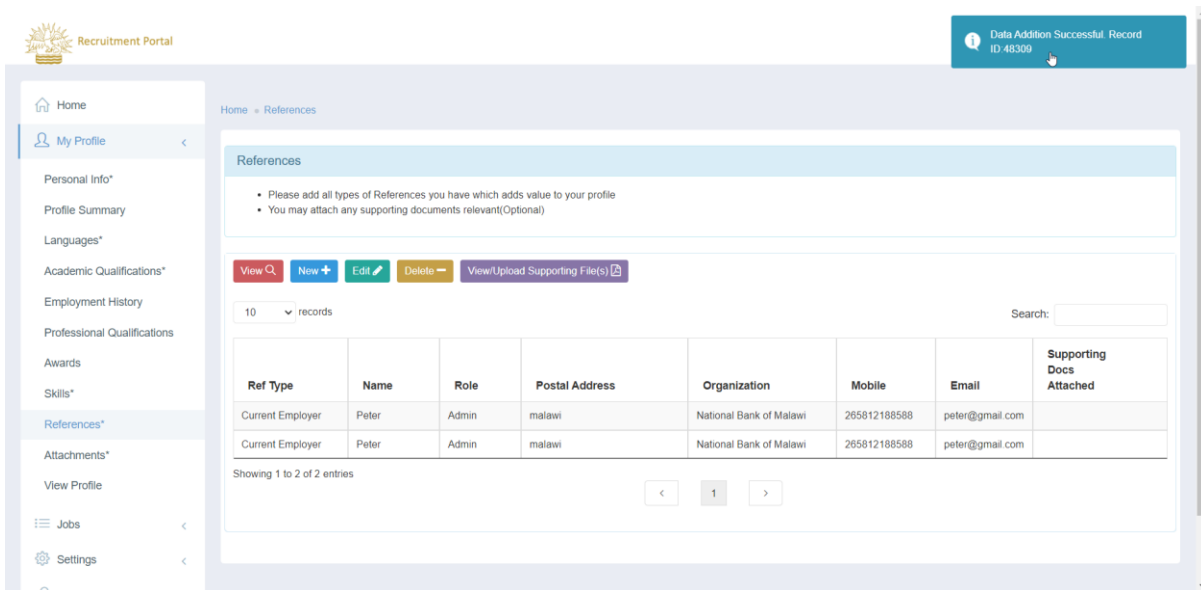
Showing 0 to 0 of 0 entries

javascript:newRecord()

5. Enter the **References**.



6. Click on **Save Changes**
7. When you click on **Save Changes**, the system displays the result message.





4.9.2 View References

1. To view the References, login to the Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **References**

Recruitment Portal

Siva Raju Mantena

Home » References

References

- Please add all types of References you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Ref Type	Name	Role	Postal Address	Organization	Mobile	Email	Supporting Docs Attached
Current Employer	Peter	Admin	malawi	National Bank of Malawi	265812188588	peter@gmail.com	
Current Employer	Peter	Admin	malawi	National Bank of Malawi	265812188588	peter@gmail.com	

Showing 1 to 2 of 2 entries 1 row selected

4. Select the record and click on **VIEW** button so you can go through all the details in a separate dialogue box.

Recruitment Portal

Siva Raju Mantena

Home » References

References

View Reference

Ref ID*
48309

Ref Type*
Current Employer

Name*
Peter

Role*
Admin

Postal Address*
malawi

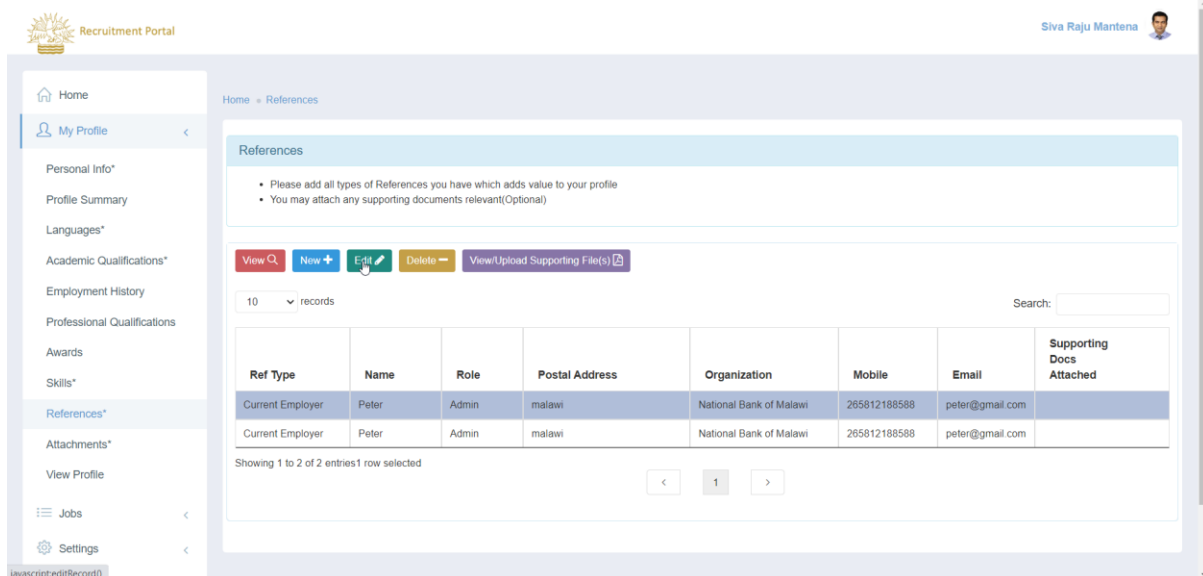
Close

5. To close the Record, click on **Close**.

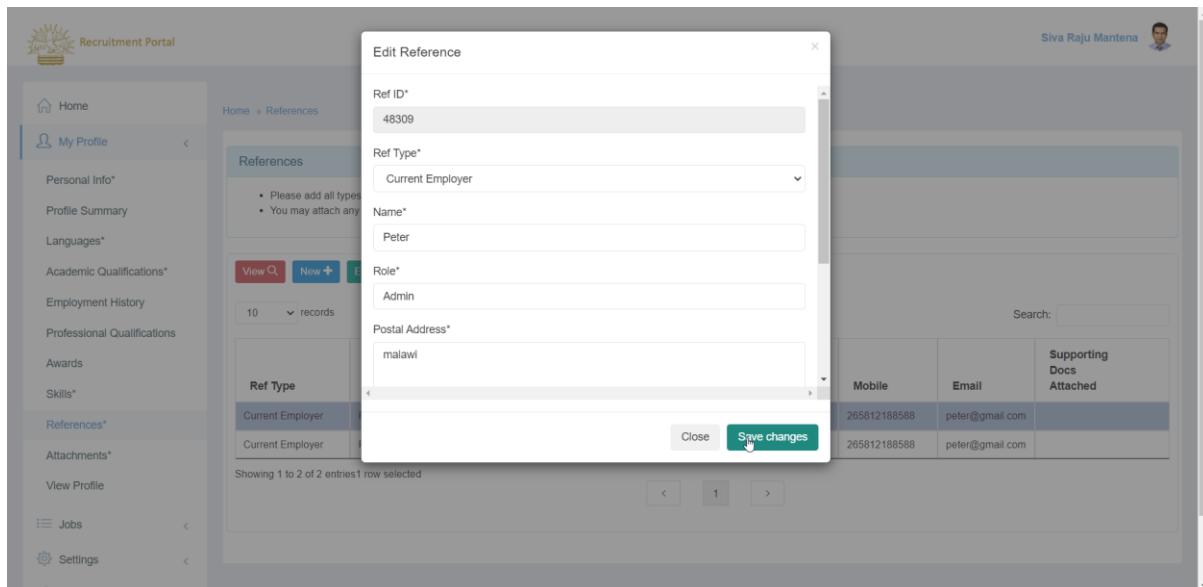


4.9.3 Edit References

1. To Edit References. Login to Portal with User ID and Password
2. Click on **My Profile**
3. Click on **References**
4. Select the record and click on **Edit**.



5. After clicking on **EDIT**, a dialogue box will show up for a data update. You can edit the required data and click on **Save Changes**.





4.9.4 Delete References

1. To Delete References, Login to Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **References**
4. Select the record and click on **Delete**.

Recruitment Portal

Siva Raju Mantena

Home » References

References

- Please add all types of References you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View Edit View/Upload Supporting File(s)

10 records Search:

Ref Type	Name	Role	Postal Address	Organization	Mobile	Email	Supporting Docs Attached
Current Employer	Peter	Admin	malawi	National Bank of Malawi	265812188588	peter@gmail.com	
Current Employer	Peter	Admin	malawi	National Bank of Malawi	265812188588	peter@gmail.com	

Showing 1 to 2 of 2 entries 1 row selected

JavaScript: customActionRecord(113,'Delete Reference Record')

5. After clicking on **Delete**, the page will show up as follows.

Recruitment Portal

Profile Record delete request completed successfully

Home » References

References

- Please add all types of References you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

View Edit View/Upload Supporting File(s)

10 records Search:

Id	Ref Type	Last Name	First Name	Title	Organization	Mobile	Email	Supporting Docs Attached
2	Other	Head	Queen	Personal banking manager	Virtual Tech Malawi	265207637907	testtempqueen.head@gmail.com	0
1	Previous Employer	Treston	Lucy	Credit analyst	Malawi Savings Bank	265598769525	testtemp Lucy@cox.net	0

Showing 1 to 2 of 2 entries

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4.9.5 View/Upload Supporting Files

If an Applicant has Any number of certifications on his References, He can Upload them by using this, Method.

1. Login to the Portal with User ID and Password.
2. Click on **My Profile**
3. Click on **References**
4. Select the record and click on **View/Upload Supporting Files**

The screenshot shows the 'References' section of the Recruitment Portal. The left sidebar contains navigation options like Home, My Profile, Personal Info, Profile Summary, Languages, Academic Qualifications, Employment History, Professional Qualifications, Awards, Skills, References, Attachments, View Profile, Jobs, and Settings. The main content area displays a table of references. The first row is highlighted, and the 'View/Upload Supporting File(s)' button is visible above the table.

Ref Type	Name	Role	Postal Address	Organization	Mobile	Email	Supporting Docs Attached
Current Employer	Peter	Admin	National Bank of Malawi NBM Towers 7 Henderson Street P.O. Box 945 Blantyre Malawi Tel: (+265) 1 820622 Fax: (+265) 1 820 606	National Bank of Malawi	265812188588	peter@gmail.com	0

5. . The following page will show up as follows.

The screenshot shows the 'References - Upload New Supporting File' page. The left sidebar is the same as in the previous screenshot. The main content area displays a form for uploading a new supporting file. The form includes fields for Ref Record ID (48307), Reference Type (Current Employer), Occupation, and File Upload Type (Certificate, Supporting Document, Others). Below the form is a table for 'References - Supporting File' with columns for #, File, and Uploaded At.

6. Select file Upload type and
7. Click on **Next**.



Recruitment Portal

Home » References

References - Upload New Supporting File

Ref Record ID: 48307

Reference Type: Current Employer

Occupation:

File Upload Type
Certificate

Cancel Next

References - Supporting File

#	File	Uploaded At
---	------	-------------

8. To upload the supporting document, click on **Choose file**.

Recruitment Portal

Home » References

References - Upload New Supporting File

Ref Record ID: 48307

Reference Type: Current Employer

Occupation:

File Type
Certificate

File Upload
Choose Files Mohammad.png

Cancel Next

9. Select the Document and click on **Next**.
10. The result screen will show up as follows.

Recruitment Portal

Home » References

References

- Please add all types of References you have which adds value to your profile
- You may attach any supporting documents relevant(Optional)

Supporting File Uploaded Successfully. Ref ID: 107

View New Edit Delete View/Upload Supporting File(s)

10 records Search:

Ref Type	Name	Role	Postal Address	Organization	Mobile	Email	Supporting Docs Attached
Current Employer	Peter	Admin	National Bank of Malawi NBM Towers 7 Henderson Street P O Box 945 Blantyre Malawi Tel: (+265) 1 820622. Fax:(+265) 1 820 606.	National Bank of Malawi	265812188588	peter@gmail.com	1

Showing 1 to 1 of 1 entries

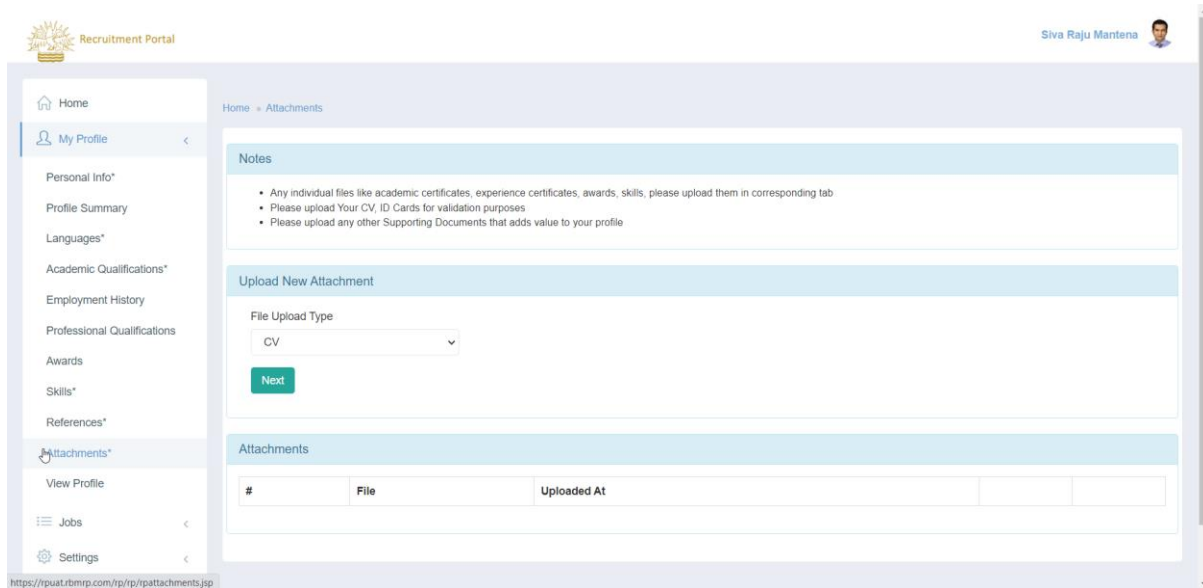
< 1 >



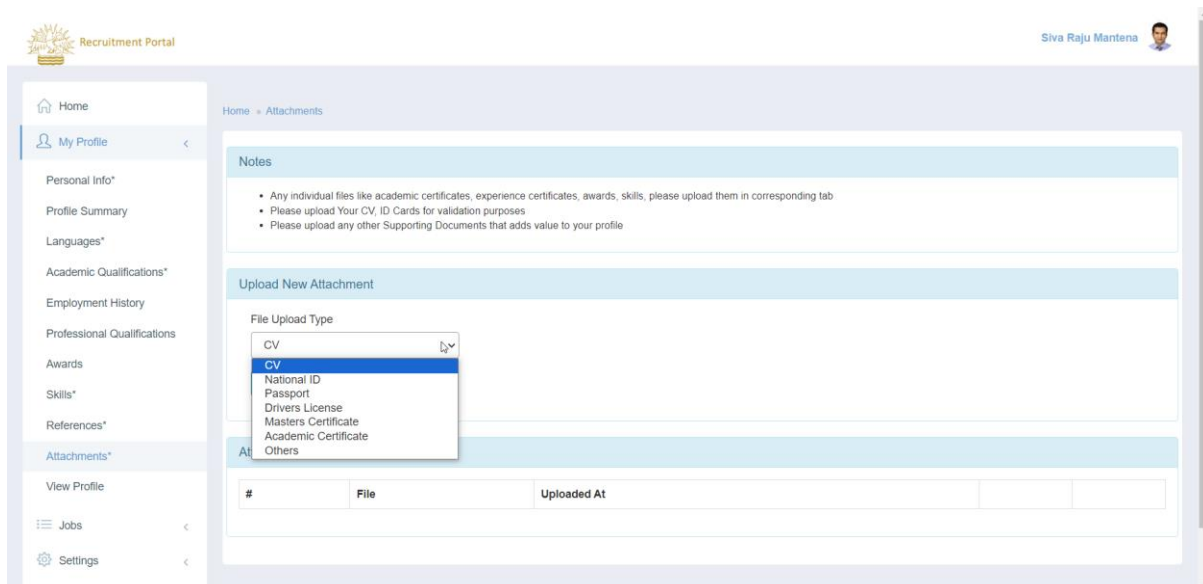
5. Attachments

In Attachment Applicants can attach their CV, National ID, Etc.

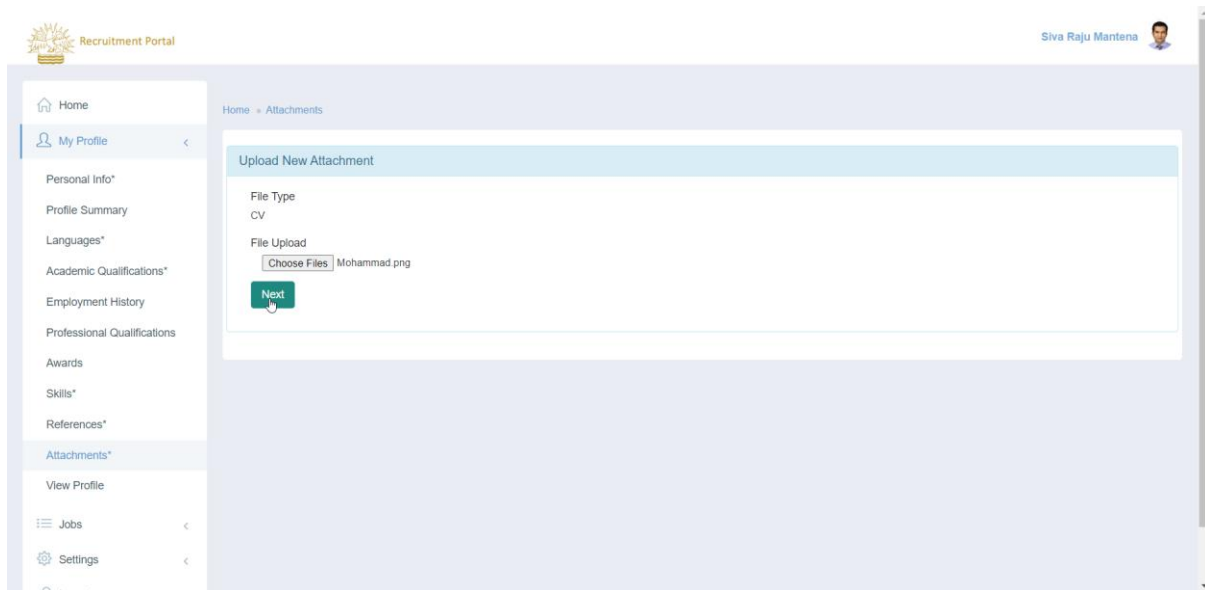
1. Login to Portal with User ID and Password.
2. Click on **My Profile**.
3. Click on **Attachments**
4. To add attachments, click on **File Upload Type**.



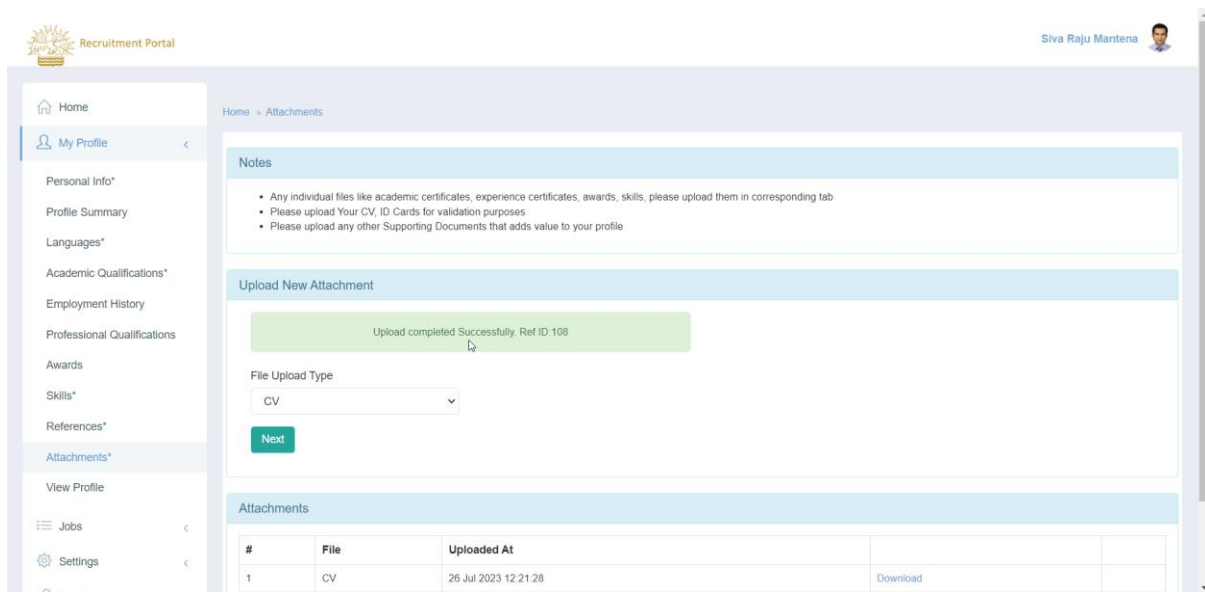
5. The page will show up as follows.



6. Select the file that needs to be uploaded and click on **Next**.



7. Choose file and click on **Next**.
8. The result page will show up as follows.





6.View Profile

On the View Profile Page, Applicants can view their profile, which was built using the data they provided.

1. Login to Portal with User ID and Password.
2. Click on **My Profile**.
3. Click on **View Profile**

The screenshot displays the 'View Profile' page in the Recruitment Portal. The page is divided into several sections:

- 1. PERSONAL INFORMATION:** A table containing fields for First Name (Siva Raju), Primary Contact Email (sivaraju436@gmail.com), Date of Birth (01/01/1998), Gender (M), Residential Address Line 1* (malawi), Residential City (Aaron), Nationality (Malawi), Marital Status (Single), Last Name (Mantena), Primary Mobile (265900012345), Secondary Contact Number, National ID (999877665544), Residential Address Line 2, Residential Country (Malawi), and Religion (Christianity).
- 2. PROFILE SUMMARY:** A text box containing a profile summary: "Experienced banking professional with five years of experience at YZK BANK, where I used analytical and interpersonal skills to maintain a 99.60% customer satisfaction rating. Seeking a chance to leverage my banking skills to maximize the operations and quality of service at BANK YZK."
- 3. LANGUAGES:** A table with columns for Language, Speaking, Writing, Reading, and Supporting File(s). The entry for English shows 'Expert' for Speaking, Writing, and Reading.
- 4. ACADEMIC QUALIFICATIONS:** A table with columns for Qualification Name, Attended From, Attended To, Institution, Class, and Supporting File(s). The entry is 'Bachelor Degree in Finance' from '01/01/2017' to '01/01/2020' at 'catholic university of malawi', Class 'Distinction', with a 'Certificate' supporting file.
- 5. EMPLOYMENT HISTORY:** A table with columns for Status, Employer Name, Last Position held, Start Date, End Date, Job Responsibilities, Reason for Leaving, and Supporting File(s). The entry is 'Current Employer: National Bank of Malawi, Last Position held: Investment Banker, Start Date: 01/01/2017, Job Responsibilities: Conduct strategic research and due diligence investigations, issue debt and sell equity to raise capital. Manage IPOs and private equity placements. Discover and close potential investors.'
- 6. PROFESSIONAL QUALIFICATIONS:** A table with columns for Qualification Name, Award Year, Awarding Board, and Supporting File(s). The entry is 'Chartered Financial Analyst' awarded in '2023' by 'ACCA US', with a 'Certificate' supporting file.
- 7. AWARDS:** A table with columns for Award Name, Awarded Year, Award By, and Supporting File(s). The entry is 'Best Employee Award' awarded in '2023' by 'ACCA US', with a 'Certificate' supporting file.
- 8. SKILLS:** A table with columns for Skill Name, Category, and Supporting File(s). Entries include 'accounting' (Finance), 'java' (Technical), and 'Android' (Computer).
- 9. REFERENCES:** A table with columns for Ref Type, Name, Role, Organization, Mobile, and Supporting File(s). The entry is 'Current Employer: Peter, Admin, National Bank of Malawi, Mobile: 26501218588', with a 'Certificate' supporting file.
- 10. ATTACHMENTS:** A table with columns for File, Uploaded At, and Download. The entry is 'CV' uploaded on '26 Jul 2023 12:21:28'.



7. Jobs

In this Job Field, Applicants can find the jobs which are in Open Status. So, for those jobs, Applicants can apply.

1. To apply for jobs that are in open status click on **Jobs**.

The screenshot shows the 'Open Jobs' page with a table of 15 entries. The table columns are Job Code, Job Title, Desired Education, Last Date for Application, and Status. The status for all jobs is 'Open'.

Job Code	Job Title	Desired Education	Last Date for Application	Status
50001	Manager	Manager	28/07/2023	Open
50003	SENIOR ANALYST	Must possess a Bachelor of Law (Honours).	08/08/2023	Open
50004	WEBMASTER AND E-BUSINESS ANALYST	Must possess a Bachelor's Degree in Computer Science / Information Technology.	06/08/2023	Open
50005	SUPPORT & DATA CENTRE OFFICER	Must possess a Bachelor's Degree in Computer Studies / Information Technology	28/07/2023	Open
50008	TECHNICIAN, CURRENCY SERVICES	Must possess MSCE plus a City & Guilds Diploma in Electrical & Electronics	30/07/2023	Open
50009	LEGAL OFFICER	Must possess a Bachelor of Law (Honours).	04/08/2023	Open
50012	EXAMINER	Must possess a Bachelor's Degree in Accountancy / Finance / Economics	30/07/2023	Open
50013	CURRENCY SORTER	Must possess a Malawi School Certificate of Education (MSCE)	24/07/2023	Open
50014	CURRENCY ACCOUNTING ASSISTANT	Must possess a Malawi School Certificate of Education (MSCE)	02/08/2023	Open
50016	TECHNICIAN, ELECTRICAL AND MECHANICAL EQUIPMENT	MSCE plus an Electrical Engineering City & Guilds Certificate Part 3 or Diplomain Electrical Engineering	26/07/2023	Open

2. Then click on **Open Jobs**.

The screenshot shows the 'Open Jobs' page with the 'Open Jobs' menu item highlighted in the left sidebar. The table of jobs is visible below.

Job Code	Job Title	Desired Education	Last Date for Application	Status
50036	Human Resource Trainee	Bachelor Degree	31/07/2023	Open
50034	IT Consultant J2EE and Mobile Apps	B. Tech or Higher	04/08/2023	Open
50028	SECURITY INSPECTOR	Must possess MSCE plus formal security training with recognized institutions	27/07/2023	Open
50026	SITE ENGINEER	Must possess a Bachelor of Science degree in either Electrical, Mechanical or other related engineering	31/07/2023	Open
50025	Executive Secretary of COMESA Clearing House (Grade P5)	Have at least master's degree in either Economics or Business Administration or Finance and Banking	04/08/2023	Open
50023	ADMINISTRATIVE ASSISTANT	Holders of Advanced Diploma in Secretarial Management/Studies from reputable institutions.	27/07/2023	Open
50021	SENIOR ANALYST, INVESTIGATIONS	Holders of Bachelor's Degree in Forensic Accounting/Accounting/ Auditing/ Business Administration	08/08/2023	Open
50019	VAULTS ASSISTANT	Must possess a Malawi School Certificate of Education (MSCE).	30/07/2023	Open
50018	GENERAL FITTER	Must have 5 years industrial experience in busy machine shop and knowledge of fabrication and welding	30/07/2023	Open
50016	TECHNICIAN, ELECTRICAL AND MECHANICAL	MSCE plus an Electrical Engineering City & Guilds Certificate Part 3 or Diplomain Electrical Engineering	26/07/2023	Open

3. The page will show up as follows.

The screenshot shows the 'Open Jobs' page with the full list of jobs. The table is identical to the one in the previous screenshot.

Job Code	Job Title	Desired Education	Last Date for Application	Status
50001	Manager	Manager	28/07/2023	Open
50003	SENIOR ANALYST	Must possess a Bachelor of Law (Honours).	08/08/2023	Open
50004	WEBMASTER AND E-BUSINESS ANALYST	Must possess a Bachelor's Degree in Computer Science / Information Technology.	06/08/2023	Open
50005	SUPPORT & DATA CENTRE OFFICER	Must possess a Bachelor's Degree in Computer Studies / Information Technology	28/07/2023	Open
50008	TECHNICIAN, CURRENCY SERVICES	Must possess MSCE plus a City & Guilds Diploma in Electrical & Electronics	30/07/2023	Open
50009	LEGAL OFFICER	Must possess a Bachelor of Law (Honours).	04/08/2023	Open
50012	EXAMINER	Must possess a Bachelor's Degree in Accountancy / Finance / Economics	30/07/2023	Open
50013	CURRENCY SORTER	Must possess a Malawi School Certificate of Education (MSCE)	24/07/2023	Open
50014	CURRENCY ACCOUNTING ASSISTANT	Must possess a Malawi School Certificate of Education (MSCE)	02/08/2023	Open
50016	TECHNICIAN, ELECTRICAL AND MECHANICAL EQUIPMENT	MSCE plus an Electrical Engineering City & Guilds Certificate Part 3 or Diplomain Electrical Engineering	26/07/2023	Open



4. Applicant can Apply for their Interested job Code By Click on **Apply**

Recruitment Portal Siva Raju Mantena

Home > Open Jobs

Open Jobs

15 entries Search:

Job Code	Job Title	Desired Education	Last Date for Application	Status	
50026	SITE ENGINEER	Must possess a Bachelor of Science degree in either Electrical, Mechanical or other related engineering	31/07/2023	Open	Apply
50028	SECURITY INSPECTOR	Must possess MSCE plus formal security training with recognized institutions	27/07/2023	Open	Apply
50034	IT Consultant JZEE and Mobile Apps	B. Tech or Higher	04/08/2023	Open	Apply
50036	Human Resource Trainee	Bachelor Degree	31/07/2023	Open	Apply

Showing 16 to 19 of 19 entries

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[javascript:applyJob('50036')]

5. The page will show up as follows.

Recruitment Portal Siva Raju Mantena

Home > Apply for Job

Job Specification

Job ID: 50036

Description: Human Resource Trainee

Description: Human Resource Trainee will work on HR training activities

Desired Profile: 1. Must have a Bachelor degree

Desired Education: 2 Year - Bachelor degree

Desired Education: Bachelor degree

Functional Area: Human Resources

Job Title: Trainee

Job Location: Lilongwe

Compensation: Basic in industry

Department: HR

Contact Mail: hr@rbm.gov.mw

Contact Person Name: Mr. M. M. M.

Contact Mobile: 999999999

Opening Count: 1

Job Status: Open

Start Date for Application: 31/07/2023

Closing Date for Application: 31/07/2023

Profile Section Status

54 Profile Section (7 includes Mandatory Section) Current Status

Recruitment Portal Siva Raju Mantena

54 Profile Section (7 includes Mandatory Section) Current Status

Criteria for Applicants

ID	Criteria Type	Category	Criteria	Validation Method
1	Mandatory	Education	Applicant should have Bachelor degree	
2	Mandatory	Age	Applicant Age should be between 24 and 35	
3	Mandatory	Gender	Applicant Nationality should be Malawi	

Questions for Applicant

ID	Question Type	Question	Your Answer
1	Mandatory	Are you willing to undertake a drug test as part of the hiring process?	Yes
2	Mandatory	When is the earliest you can start working with us?	31/07/2023
3	Mandatory	Are you willing to undertake a background check as part of the hiring process?	Yes
4	Mandatory	If you're currently working, how much notice do you need to give to your employer?	1 (Month)

Cancel Save

You can apply for the Job Code only you complete the questions above

6. Applicants can Save their Application by Clicking on **Save**.

7. The result screen will show as follows.



Recruitment Portal User Guide



Recruitment Portal Leota Dillard

6	DO YOU HAVE VALID WORK PERMIT FOR NEXT 2 YEARS IN MALAWI?	Yes
7	Are you willing to undertake a drug test as part of this hiring process?	Yes
8	Are you willing to undergo a background check as part of this hiring process?	Yes
9	Do you have 2 years of relevant experience as an officer?	Yes

Apply for Job

I declare that all the information provided in this system, profile and application is true and accurate to the best of my knowledge. I understand that any misrepresentation or omission of material fact may result in my disqualification for employment or, if employed, may result in termination of my employment.

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8. Click On Check Box to Accept the Declaration of Applicant. (* mandatory)
9. Click on **Submit my application.**
10. The result screen will show as follows.

Recruitment Portal Siva Raju Mantena

Home » Open Jobs

Your application for Job Code: 50036 has been submitted. Ref ID: 10826

Open Jobs

15 entries Search:

Job Code	Job Title	Desired Education	Last Date for Application	Status	
50001	Manager	Manager	28/07/2023	Open	Apply
50003	SENIOR ANALYST	Must possess a Bachelor of Law (Honours);	08/08/2023	Open	Apply
50004	WEBMASTER AND E-BUSINESS ANALYST	Must possess a Bachelor's Degree in Computer Science / Information Technology;	06/08/2023	Open	Apply
50005	SUPPORT & DATA CENTRE OFFICER	Must possess a Bachelor's Degree in Computer Studies / Information Technology	28/07/2023	Open	Apply
50008	TECHNICIAN, CURRENCY SERVICES	Must possess MSCE plus a City & Guilds Diploma in Electrical & Electronics	30/07/2023	Open	Apply
50009	LEGAL OFFICER	Must possess a Bachelor of Law (Honours);	04/08/2023	Open	Apply
50012	EXAMINER	Must possess a Bachelor's Degree in Accountancy / Finance / Economics	30/07/2023	Open	Apply
50013	CURRENCY SORTER	Must possess a Malawi School Certificate of Education (MSCE)	24/07/2023	Open	Apply



8. My Application Status

In this area, applicants can view the status of their application at which level it was present. If the status is updated, the applicant will receive an email and the status will also change on this page. Applicants can visit this page at any time.

1. To check the application status, click on my **Application Status**.

Recruitment Portal Siva Raju Mantena

Home » My Application Status

My Application Status

15 entries Search:

#	Job Code	Job Designation	Job Description	Application Date	Application Status
1	50036	Human Resource Trainee	Human Resource Trainee will work on Job Posting Creation	26 Jul 2023 12:37:04	Submitted

Showing 1 to 1 of 1 entries

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2. The page will show up as follows.

Recruitment Portal Siva Raju Mantena

Home » My Application Status

My Application Status

15 entries Search:

#	Job Code	Job Designation	Job Description	Application Date	Application Status
1	50036	Human Resource Trainee	Human Resource Trainee will work on Job Posting Creation	26 Jul 2023 12:37:04	Submitted

Showing 1 to 1 of 1 entries

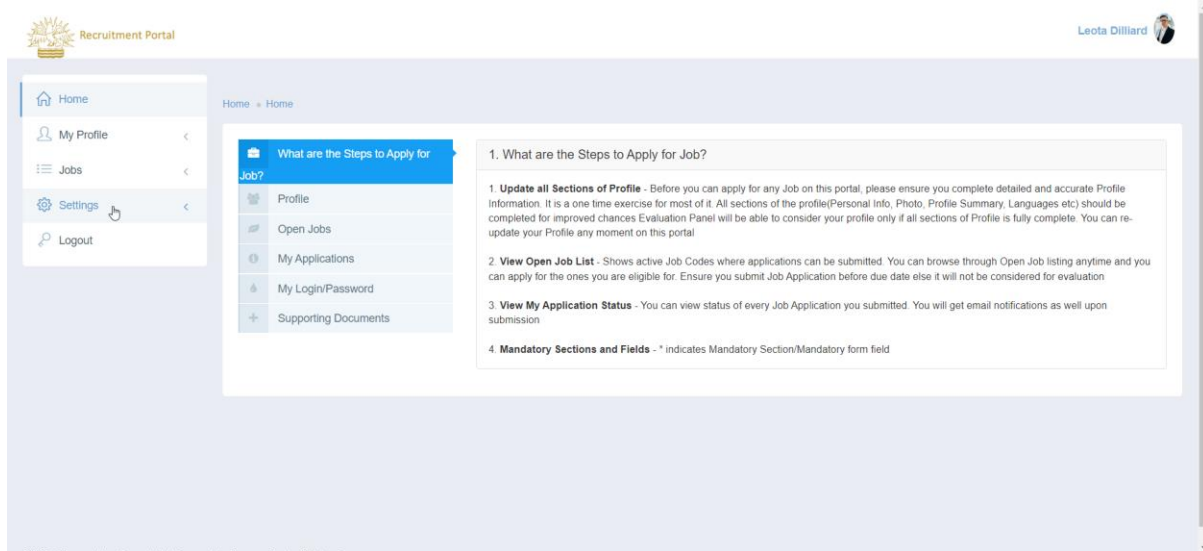
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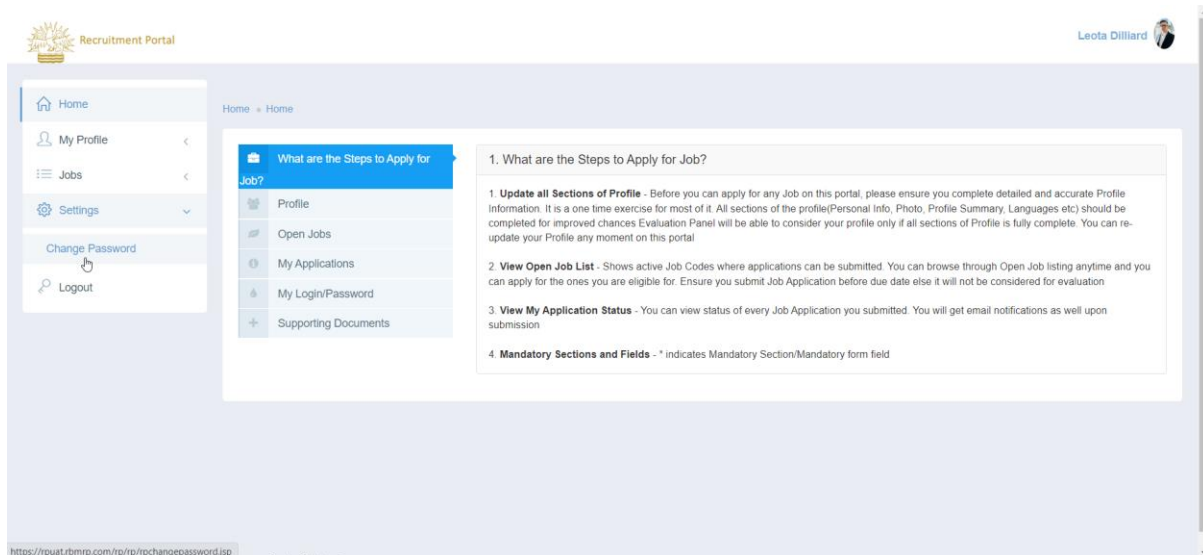
9.Settings

In this Filed Applicants can Change their Portal Password at any time.

1. To change the login password, click on **Settings**.

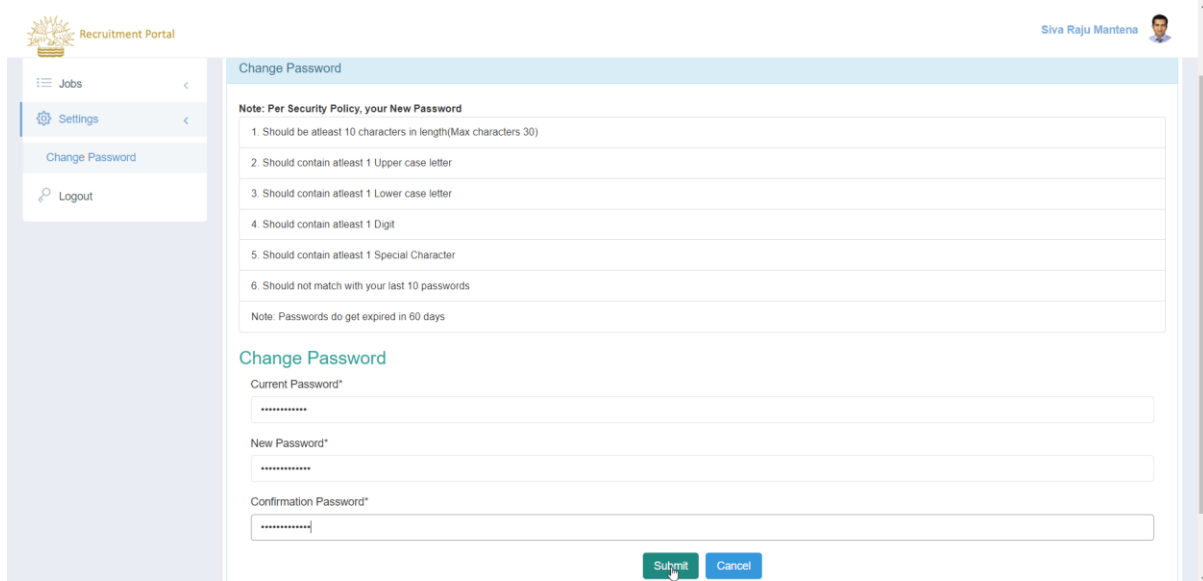


2. Click on **Change Password**





3. The page will show up as follows.



Recruitment Portal

Siva Raju Mantena

Jobs

Settings

Change Password

Logout

Change Password

Note: Per Security Policy, your New Password

1. Should be atleast 10 characters in length(Max characters 30)
2. Should contain atleast 1 Upper case letter
3. Should contain atleast 1 Lower case letter
4. Should contain atleast 1 Digit
5. Should contain atleast 1 Special Character
6. Should not match with your last 10 passwords

Note: Passwords do get expired in 60 days

Change Password

Current Password*

.....

New Password*

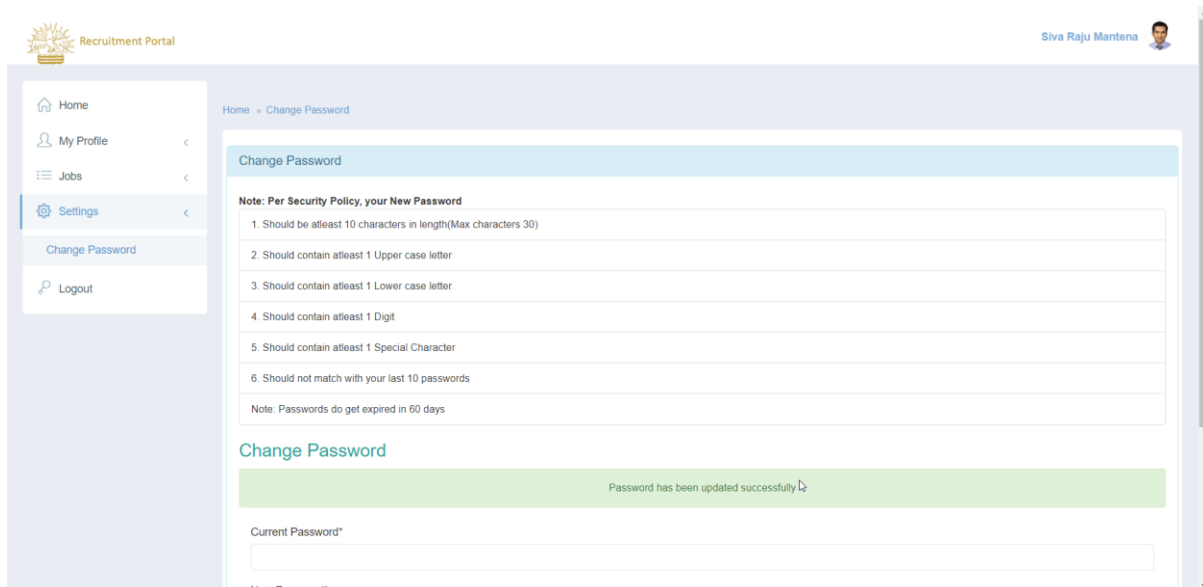
.....

Confirmation Password*

.....

Submit Cancel

4. Enter **Current Password** and enter **New Password** and **Conform New Password**.
5. Click on **Submit**.
6. The result page will show up as follows.



Recruitment Portal

Siva Raju Mantena

Home

My Profile

Jobs

Settings

Change Password

Logout

Home » Change Password

Change Password

Note: Per Security Policy, your New Password

1. Should be atleast 10 characters in length(Max characters 30)
2. Should contain atleast 1 Upper case letter
3. Should contain atleast 1 Lower case letter
4. Should contain atleast 1 Digit
5. Should contain atleast 1 Special Character
6. Should not match with your last 10 passwords

Note: Passwords do get expired in 60 days

Change Password

Password has been updated successfully

Current Password*

.....

New Password*

.....