FREQUENTLY ASKED QUESTIONS

REGISTRATION OF YOUR PROFILE

1. **Do I have to register my profile first in order to apply for a job?**

YES. You need to register a profile.

You will also create your own unique password to allow you to log into your profile at any time. Once your profile is registered, you must update/capture your personal information as well as details of your qualifications & working experience.

Once you have registered and captured your information, you may proceed to apply for a job ad listed on the portal

NB: Please ensure that you **complete all the fields on your profile as they relate to your personal information, qualifications and details of working experience.** It is important to check that you have captured this in detail as it is required for your application to be processed.

2. **Can I register a profile and not apply for a job?**

Yes, you may create your profile. This helps when you want to apply for a position in the future since your profile would have already been registered and your personal particulars captured.

3. **What should I do if I have forgotten my password?**

On the logon page, see: "TIP: Did you forget your password."

Click the link and follow the directions to reset your password.

A new password will be emailed to you.

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4. **Am I allowed to update my profile information at any time?**

Yes. Log into your profile and update or edit your information where required and don't forget to click save.

You may also upload any further supporting documents to your profile such as qualification certificates and diplomas.

5. **Can I upload my own CV to my profile?**

Yes, you may. However, this is only considered as supporting documentation. It is very important to capture all the fields as they relate to your personal information, qualifications and details of working experience. Think of it as building your CV on the system.

6. **When I click on the links to search for jobs, I get an error message. What does this mean?**

Check that your internet connection is working, refresh your screen and then try again. If you still experience problems connecting to the site, then please email: careers@parliament.gov.za with details of your query.

SEARCHING FOR JOBS

7. How do I find out about employment opportunities at Parliament?

You can find out about Parliament employment opportunities from any computer, tablet or smartphone. Type in http://www.parliament.gov.za into your web browser and access the home page. Click "Business of Parliament" then Click "Careers at Parliament".

On the **Careers at Parliament** page, under the tab '**Employment Opportunities**' you will the links under search/apply here.

Click on the link to search/apply for positions. You will now be routed to the main portal (iRecruitment) where you can search and apply for positions.

8. How do I search for jobs on the portal?

After clicking on the link to search/apply, you will be routed to the main portal. Search by selecting the 'date posted' tab, select your date preference and click 'search'. A list of positions will appear. Click on the position code for more information about the position.

9. Can I get notified of positions available at Parliament as they become available?

Yes, once you have registered your profile, you can subscribe to alerts where you are automatically notified of future jobs that become available. These alerts will be sent to you via email either daily / weekly / monthly as per your selected preference.

Please click on the "preferences" tab in your profile to update and save alert preferences.

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FREQUENTLY ASKED QUESTIONS

APPLYING FOR A POSITION

Preparation Tip

Please ensure that you have electronic copies of the following at hand for easy upload onto the system and make sure that your profile information is updated and saved.

- ✓ Certified copy of ID
- ✓ Certified Copies of all Academic Qualifications

10. **How do I apply for a job?**

    10.1   After you have registered your profile and updated your profile information, search for available positions.

    10.2   Choose the position/s of interest and also click the icon under "Apply Now" to apply for the position.

    10.3   You will now complete a short application test and then proceed with the steps to apply for the post.

11. **Does Parliament accept emailed or printed applications?**

NO. All applications and application attachments for positions advertised on the portal must be submitted through the I-Recruitment portal. No manual applications will be considered unless stated otherwise in the Job Advert.

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FREQUENTLY ASKED QUESTIONS

12. **Can I apply for more than one job?**

YES. However, you will need to click "Apply Now" separately for each position of interest and complete the full application process for each application.

IMPORTANT: Please note that if the same position is listed more than once, Parliament is therefore seeking to make more than one appointment for a specific position. You will therefore have to apply for each one separately to be considered as an applicant for each one of the listed positions.

13. **Do I need to fill out all portions of the application?**

YES. It is very important that you have completed all portions of the application. All steps must be completed in order for your application to be processed. Please ensure that you provide detailed information on your work experience. It is like capturing details of your CV, but directly on the system.

14. **How do I know my application has been received?**

Once you have submitted your application, you will get an immediate pop-up message to confirm receipt thereof. Furthermore, you may also check your profile to see the status of your application for that post.

15. **How can I check the status of my application?**

Log into your profile. The link is on the 'Careers' page on www.parliament.gov.za

External Applicants:

Go to - http://www.parliament.gov.za

Click - "Business of Parliament"

Click - "Careers at Parliament."

Click – "Log on /register your profile'

Log into your profile (with your registered email and password)

See: "Jobs Applied for."

Internal Applicants (Parliament Employees):

Log into Marang

Click on HR iRec – Self Service

See: "Jobs Applied for"

For any further queries, please email:- careers@parliament.gov.za and include all relevant details of your query.

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