How to Use the Job Portal

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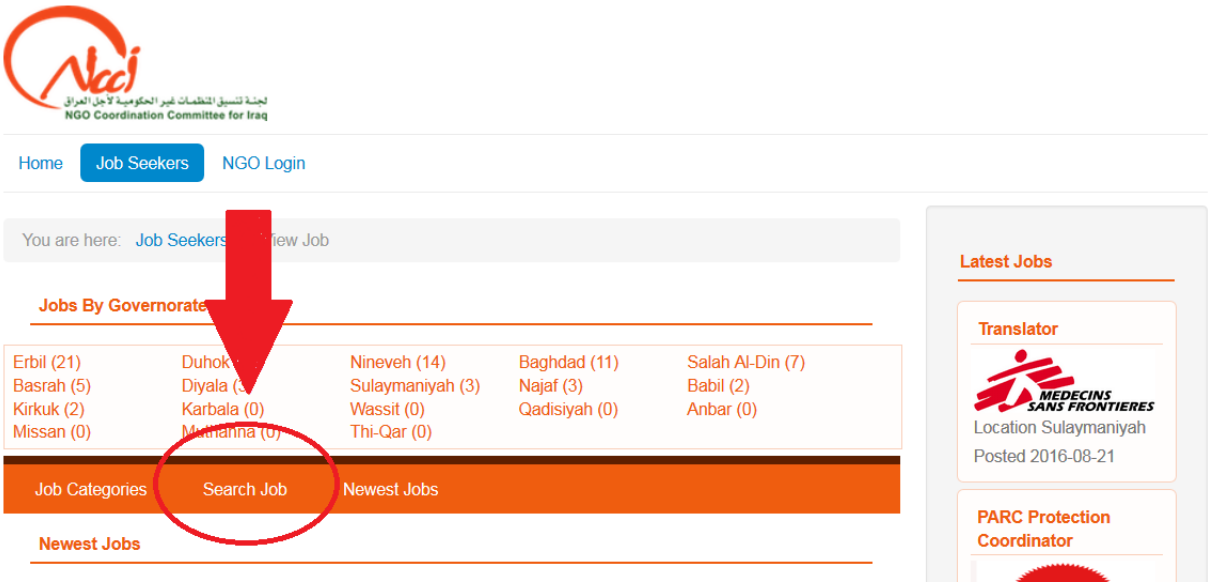
Introduction

NCCI's job portal is an online platform where NCCI's members publish job opportunities. Job seekers can browse vacancies and apply for free and there is no need for registration. Please note that these vacancies are published by NCCI's members, NCCI does not receive CVs directly and has no influence on the recruitment process.

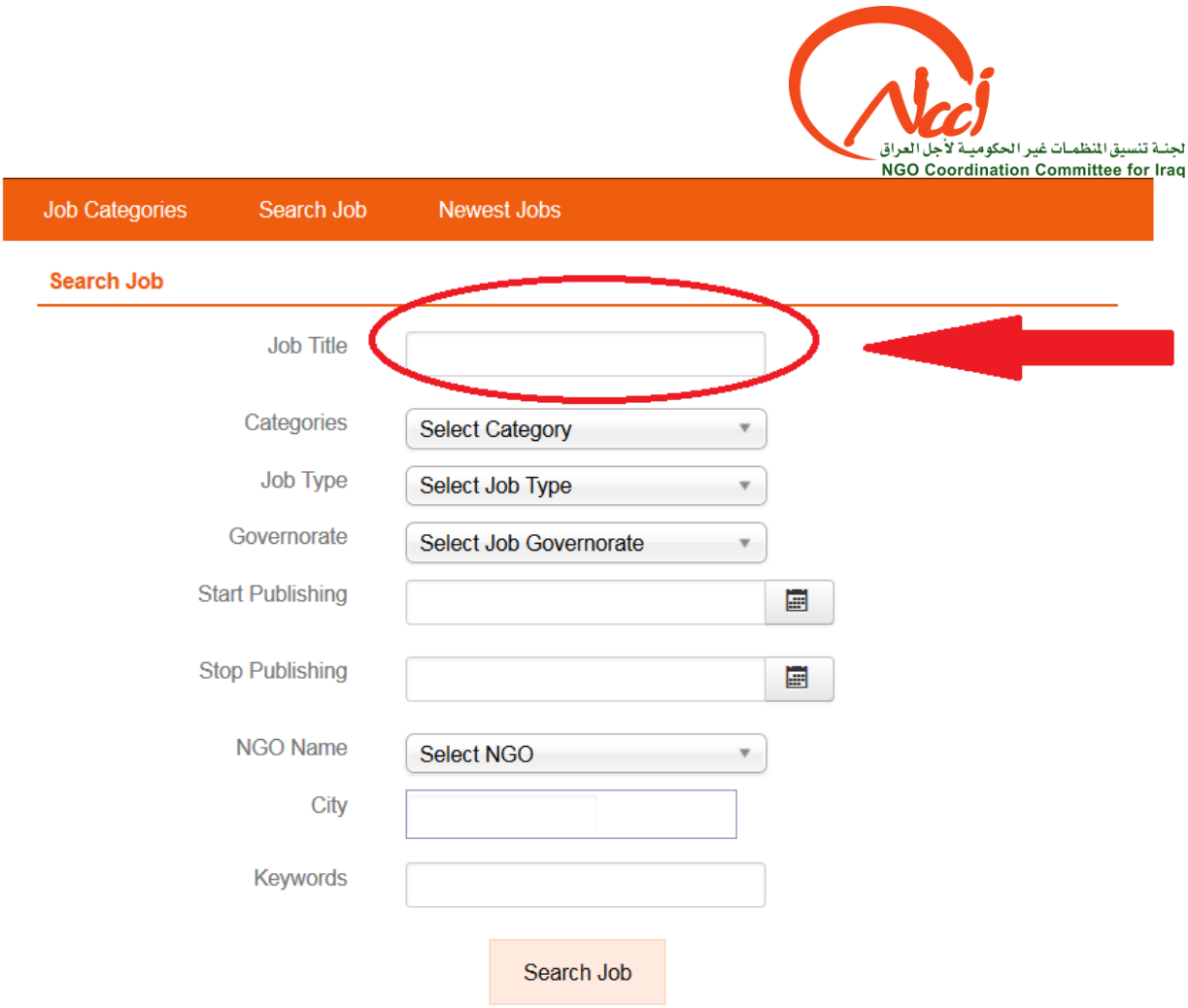
Using the Search Option

The *Search Job* option offers job seekers the opportunity to look for specific jobs in their field of interest. The *Search Job* option can be found in the top bar of the *Job Seekers* page.

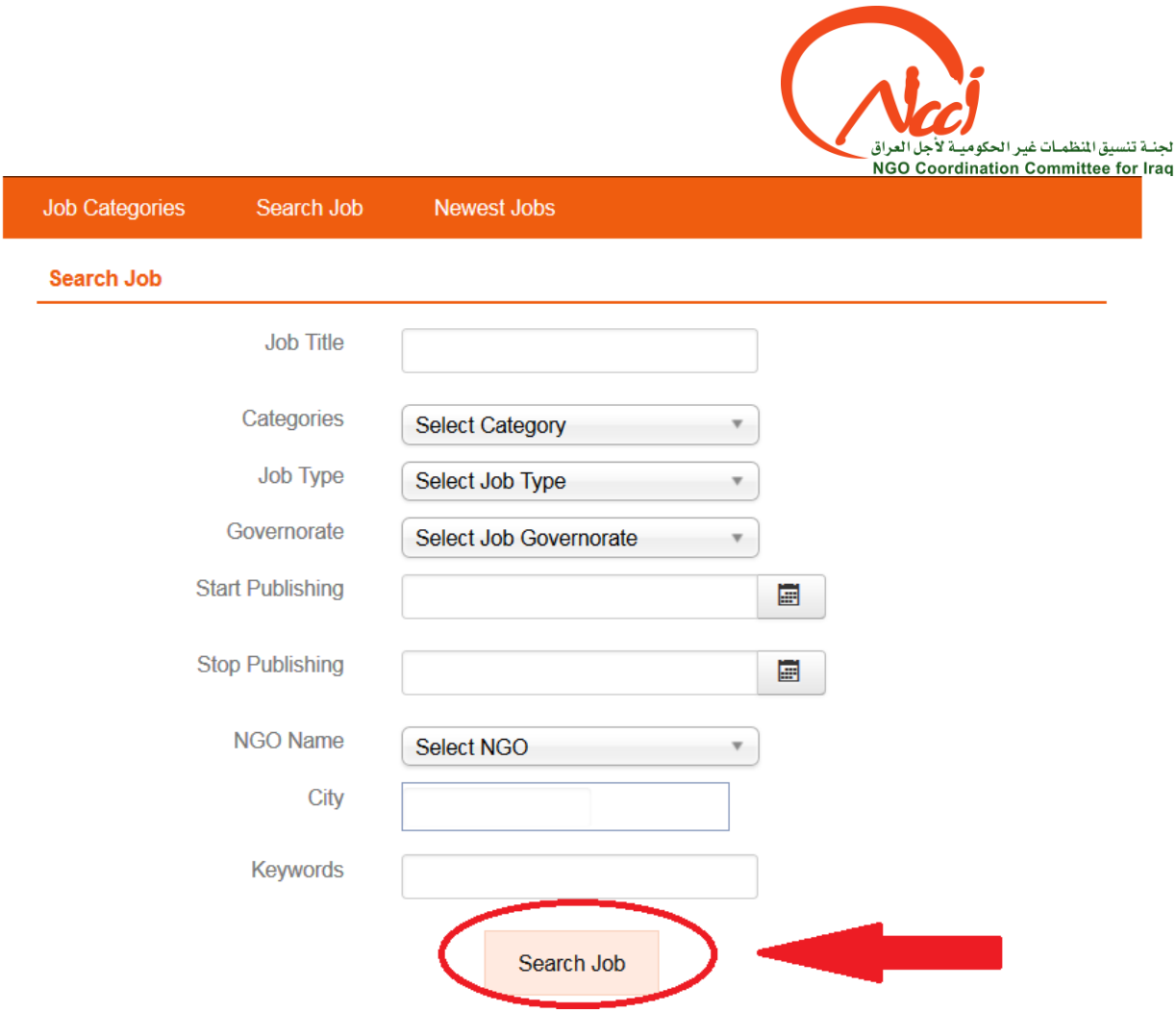


Alternatively you can find it here: http://jobs.ncciraq.org/index.php/jobseeker-control-panel/search-job

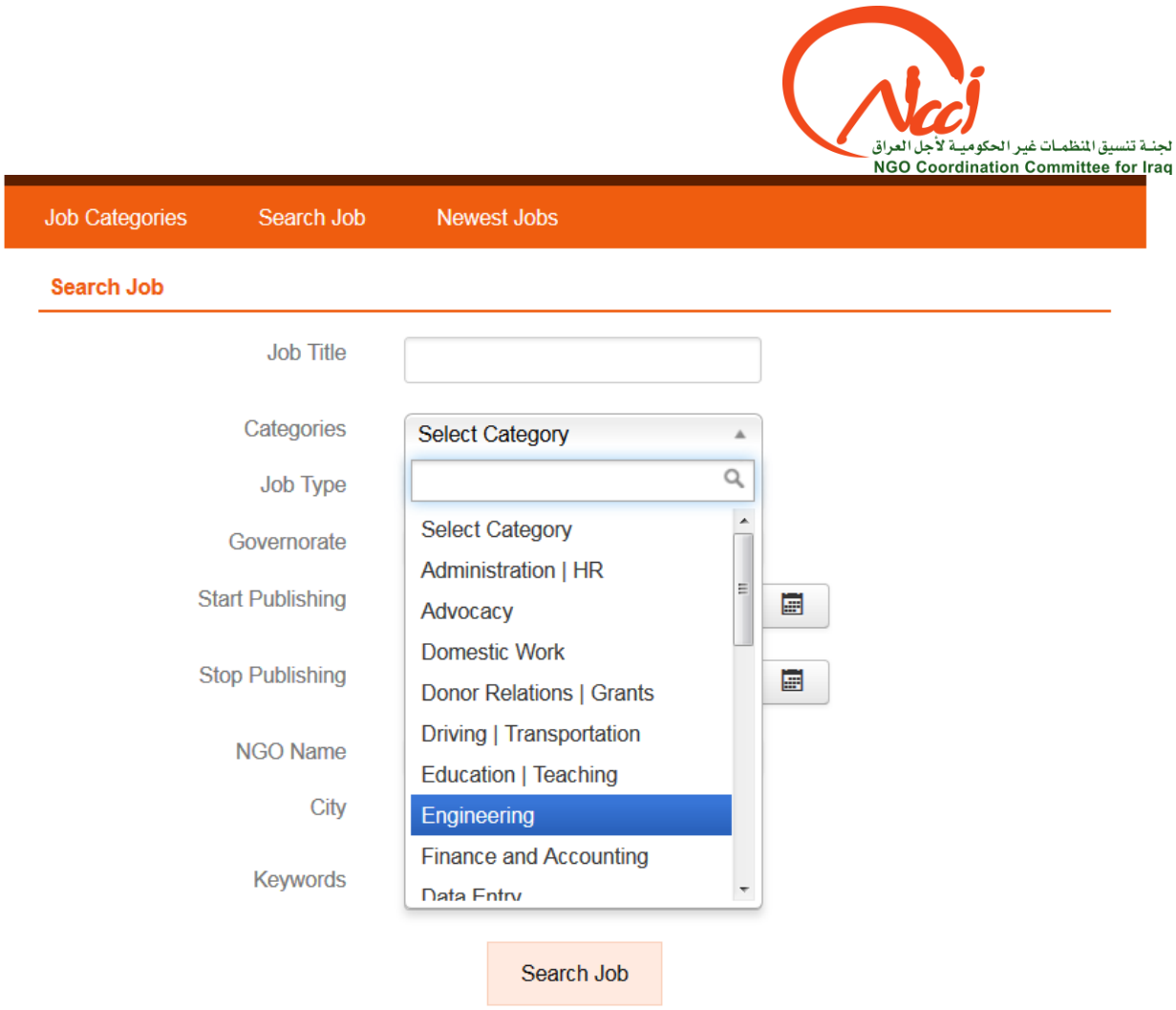
You can search for a job by filling in a job title in the *Job Title* field.



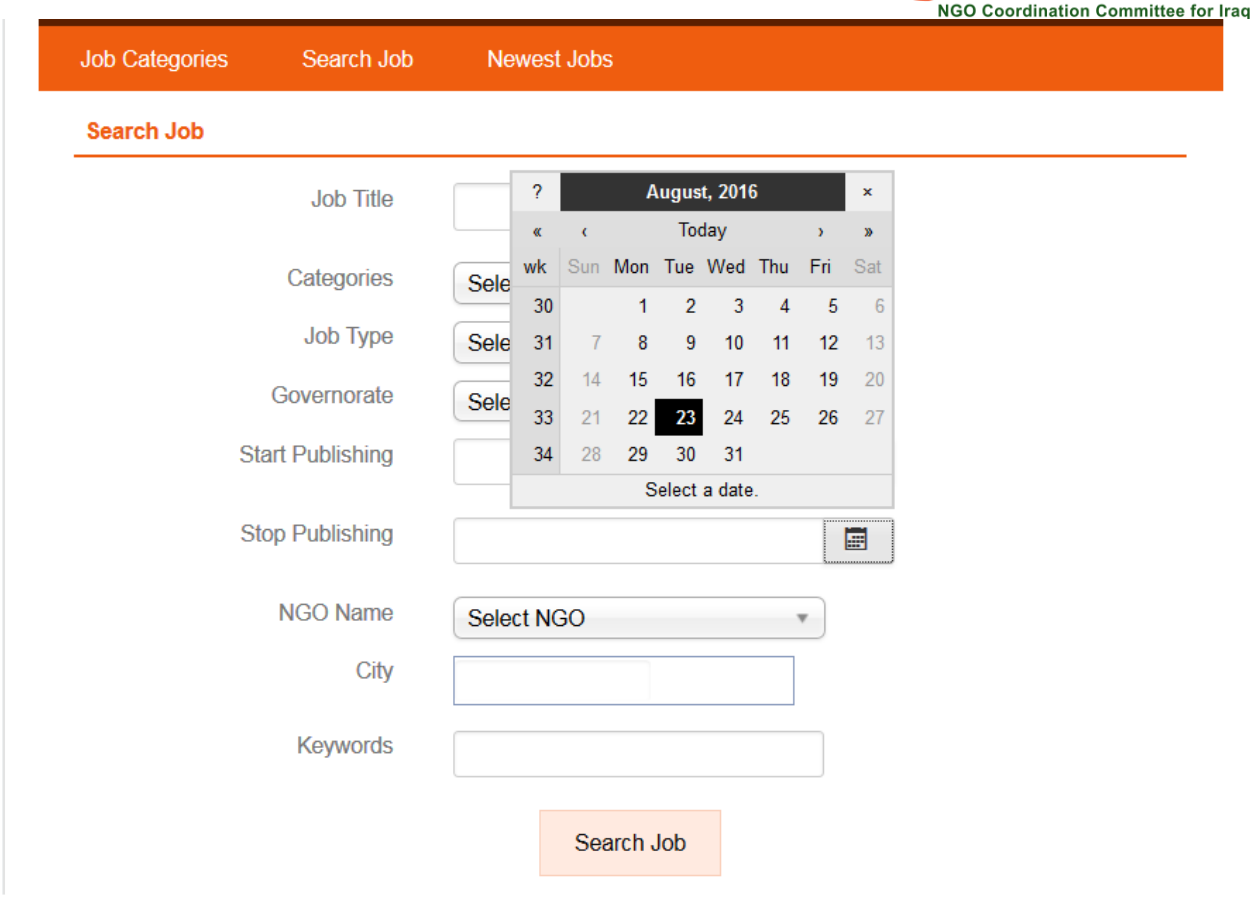
Then press the *Search Job* button at the bottom of the page.



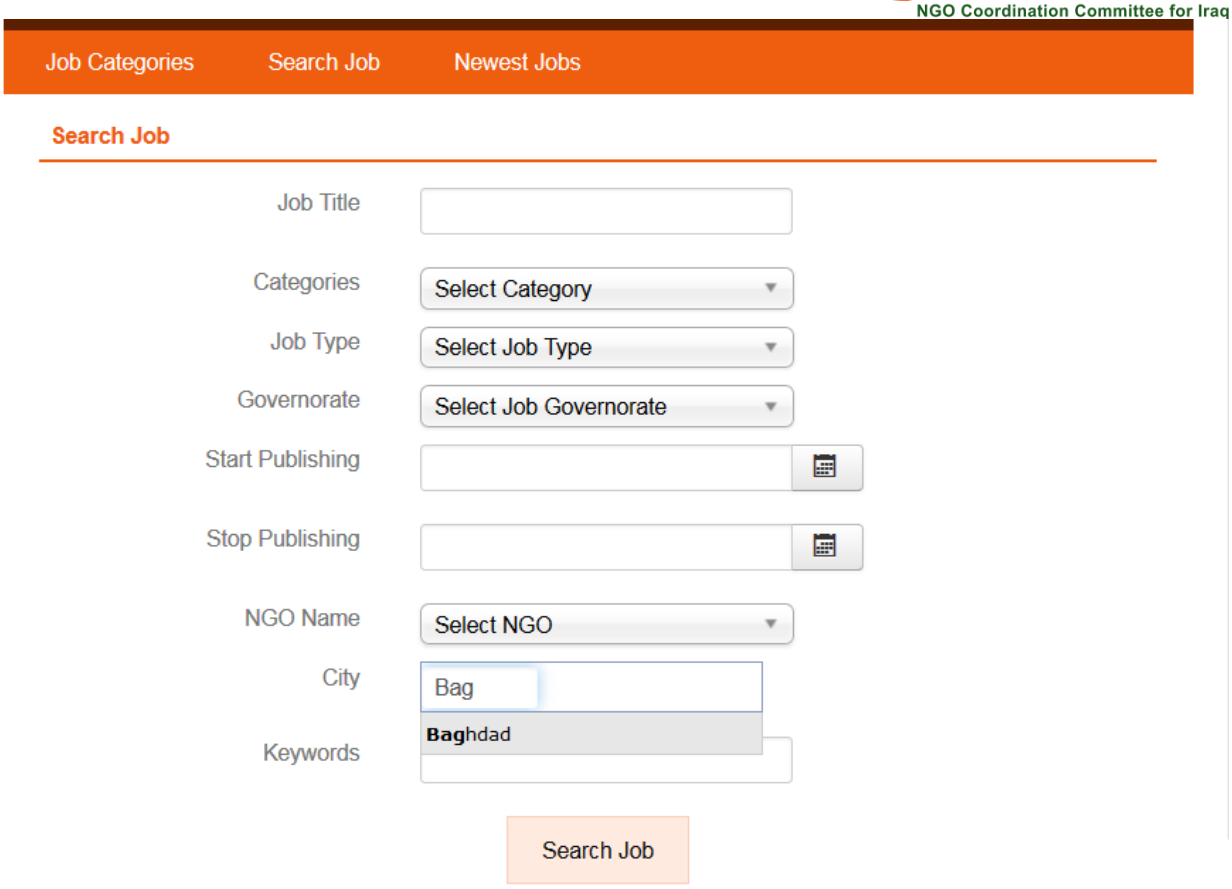
Instead of looking for a specific job title it is also possible to filter jobs by the job category, job type, governorate, publishing date, NGO, city or keyword. For job category, job type and governorate you can select one option from the dropdown menu.



To filter by the publishing date, click on the calendar icon and select the desired date.



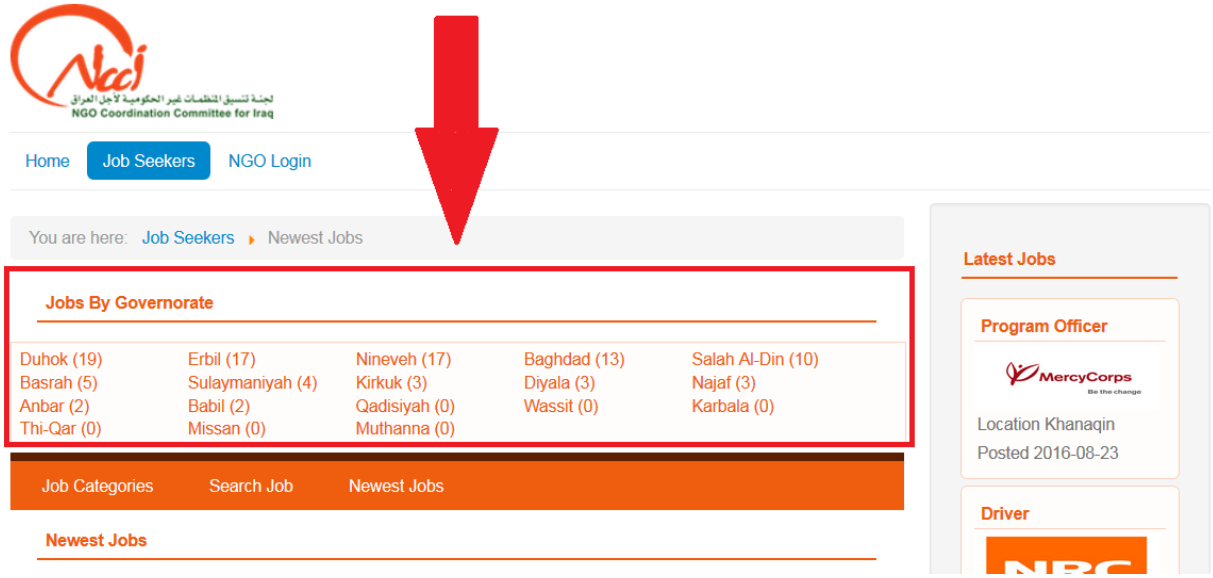
To search by city you can type the city name in the field, the system will automatically fill in the full name.



The more options you select, the more specific your job search will be.

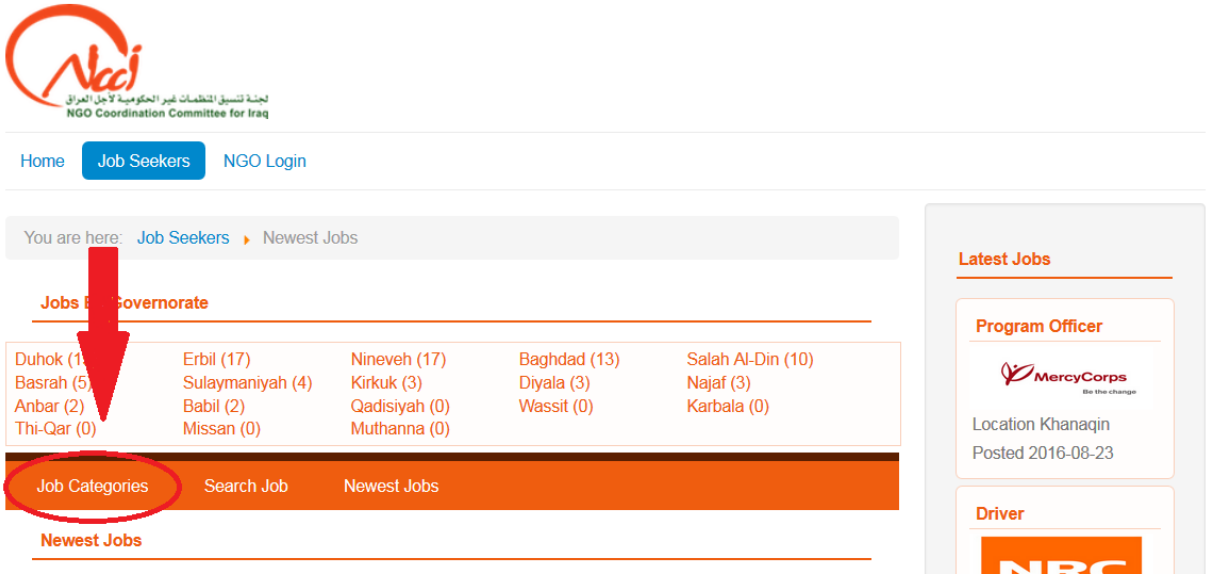
Filtering Vacancies by Governorate

It is possible to view the available vacancies sorted by governorate. In the top bar of the *Job Seekers* section you will find the *Jobs by Governorate* overview. Here you can click on the name of each governorate to see the current vacancies in the area.

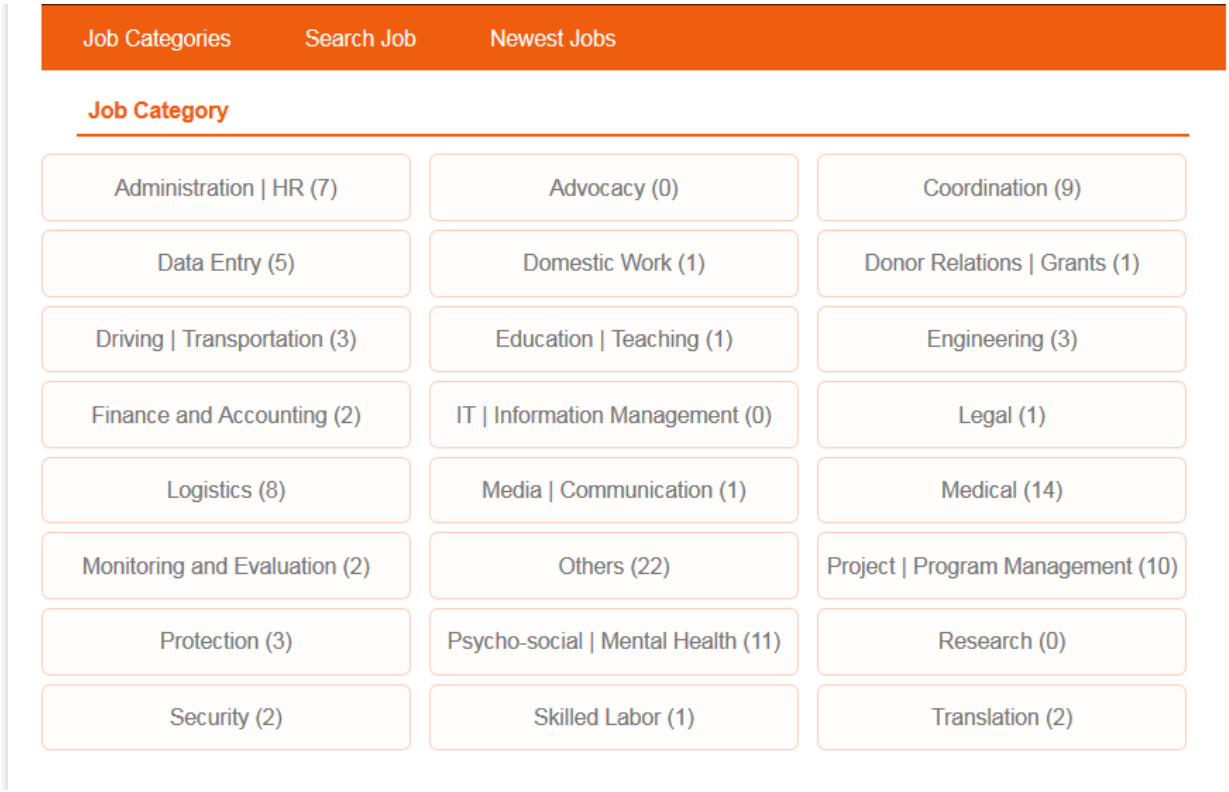


Filtering Vacancies by Job Category

It is possible to display an overview of the current job vacancies sorted by the job category. To do so click on the *Job Categories* button.



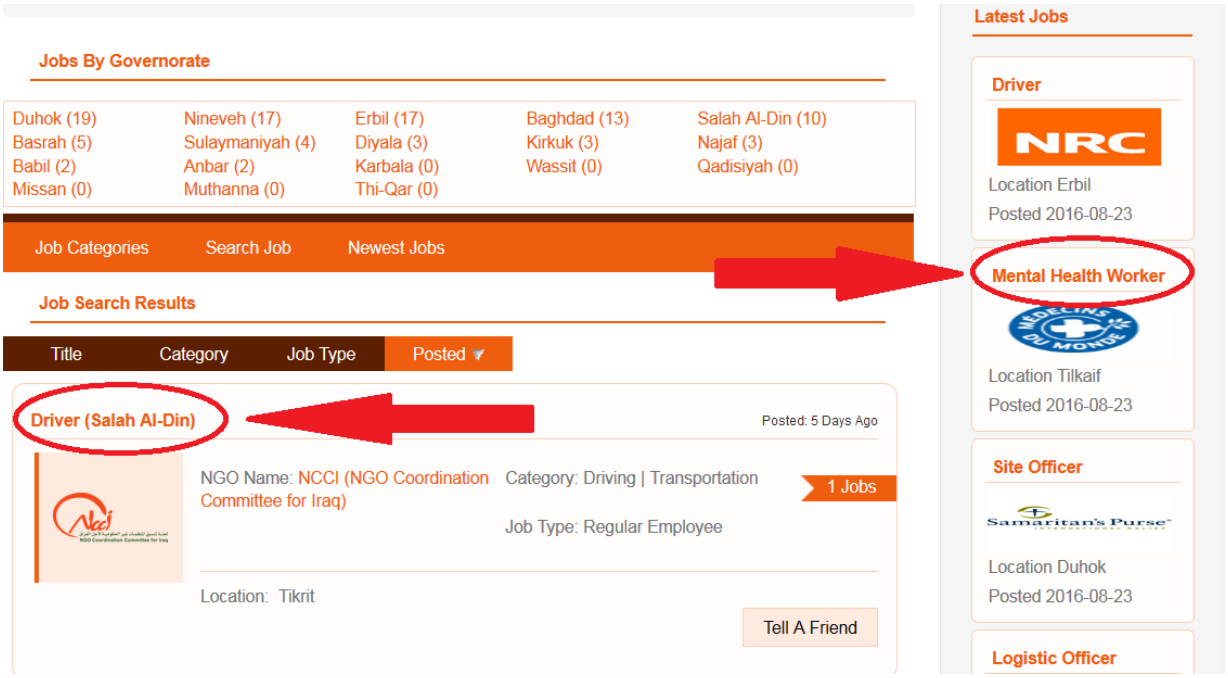
You will now see an overview of the job categories and the number vacancies available for each.



Click on the name of each category to view the list of vacancies in this sector.

Applying for Jobs

If you have found a job you are interested in you can click on the title of the job to view the full announcement.



When you click on the title the complete announcement will be displayed. Read through the information carefully. If you are still interested in the job and think you are a suitable candidate you can scroll down to the bottom of the page where you will find the *How to Apply* section. Follow the instructions carefully to apply for the job. Be aware that incomplete applications or CVs and cover letters sent without the correct title will be ignored by employers, so make sure you follow the instructions.