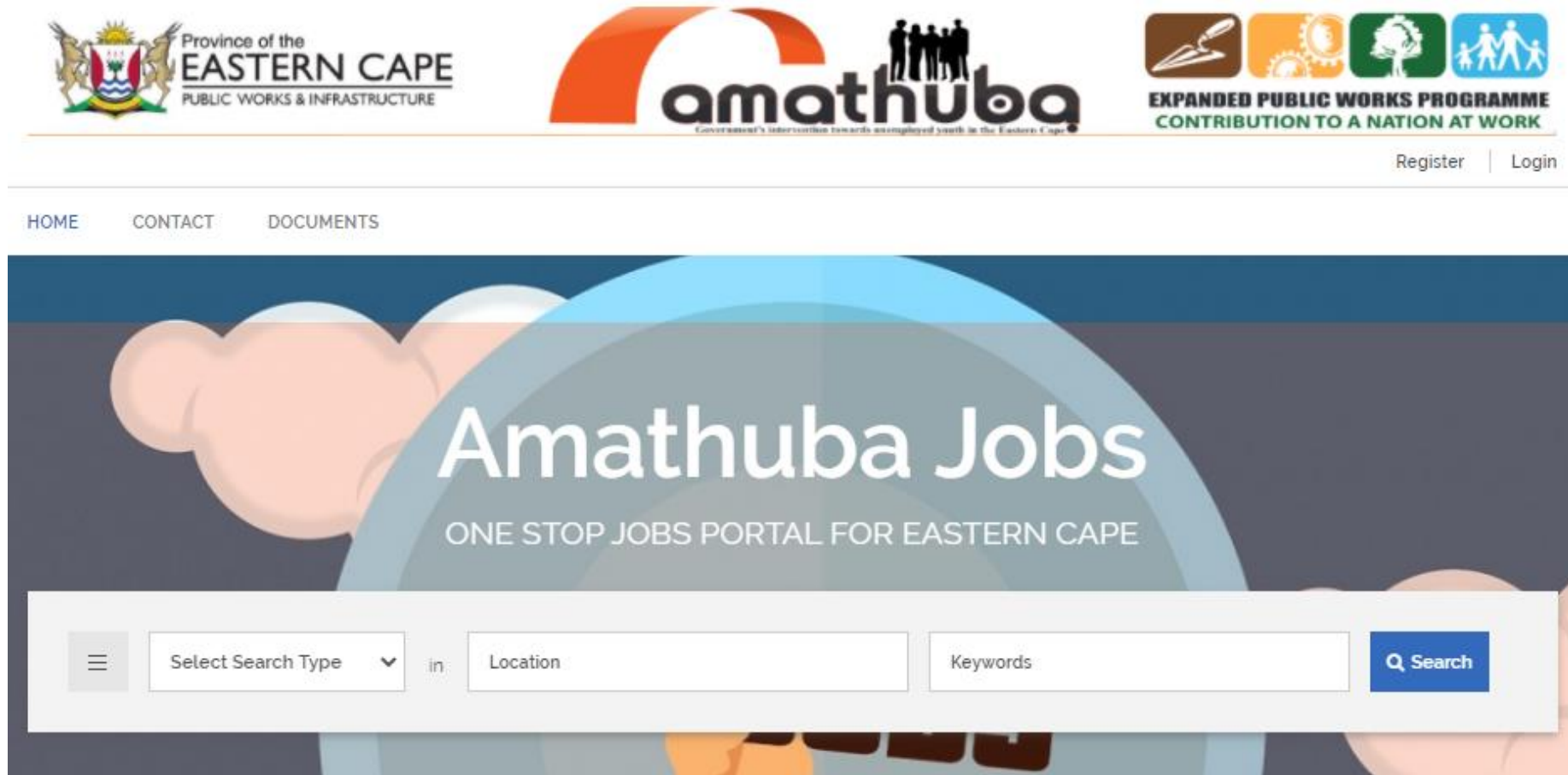


Amathuba job portal

User Guide



The screenshot displays the Amathuba job portal homepage. At the top, there are three logos: the Province of the Eastern Cape Public Works & Infrastructure logo, the Amathuba logo with the tagline "Government's intervention towards unemployed youth in the Eastern Cape", and the Expanded Public Works Programme logo with the tagline "CONTRIBUTION TO A NATION AT WORK". To the right of these logos are links for "Register" and "Login". Below the logos is a navigation menu with "HOME", "CONTACT", and "DOCUMENTS". The main banner features the text "Amathuba Jobs" and "ONE STOP JOBS PORTAL FOR EASTERN CAPE". At the bottom, there is a search bar with a dropdown menu for "Select Search Type", a field for "Location", a field for "Keywords", and a "Search" button.

Province of the
EASTERN CAPE
PUBLIC WORKS & INFRASTRUCTURE

amathuba
Government's intervention towards unemployed youth in the Eastern Cape

EXPANDED PUBLIC WORKS PROGRAMME
CONTRIBUTION TO A NATION AT WORK

Register | Login

HOME CONTACT DOCUMENTS

Amathuba Jobs

ONE STOP JOBS PORTAL FOR EASTERN CAPE

☰ Select Search Type ▼ in Location Keywords **Q Search**

Table of Contents

1. What is Amathuba?
2. What you can do on the portal
3. Register Job Seeker
4. Login and Logout
5. Reset password
6. Search and View
7. Apply for a job
8. Check job application status
9. Job notifications

1. What is Amathuba?

A Web-based Portal aimed at assisting semi-skilled, unskilled and skilled work seekers to find opportunities, and employers to find workers, and in this way, reducing the number of unemployed persons in the Province. This is to be achieved by creating a “one stop job shop” for all EPWP jobs within the Eastern Cape.

2. What you can do on the portal

- Register your profile
- Search for jobs
- Search for projects
- Apply for jobs
- Track job applications

3. Register Job Seeker Profile

- A. Click 'Register' button from home screen. Complete the account information form.
- B. Open job seeker menu. Click 'Register job seeker' button and complete the job seeker profile.
- C. User will receive email/SMS with credentials to login and complete the job seeker profile.

Register on Amathuba Jobs Portal

Account Information A

--Please Select Title--

First Name Last Name

Email Cell Number

Eastern Cape --Please Select District--

Register to the Amathuba Jobs Portal as * --Please Select--

Dear Evelyn Salt, C

You were added on the Amathuba jobs portal by the Eastern Cape Department of public works.

Visit [Amathuba](#), with the login

Login Credentials:

User Name: [\[redacted\]@\[redacted\].co.za](#)

Password: 15292

Sincerely

Eastern Cape Department of Public Works

Job Seeker Profile B

1 Job Seeker Details 2 Family Information 3 Education Information 4 Employment History

5 Job Skills 6 Reference 7 Upload Documents

Title * --Please Select Title-- Role * Job Seeker

First Name * Enter your First Name Last Name * Enter your Last Name

Nationality * --Select your Nationality-- D.O.B *

Gender * Race * --Select your Race--

Marital Status * --Select your Marital Status Email Address example@email.com

Tel Number 0410000000 Cell Number * 0830000000

Shoe Size (PPE) 0 Overall Size (PPE) 00

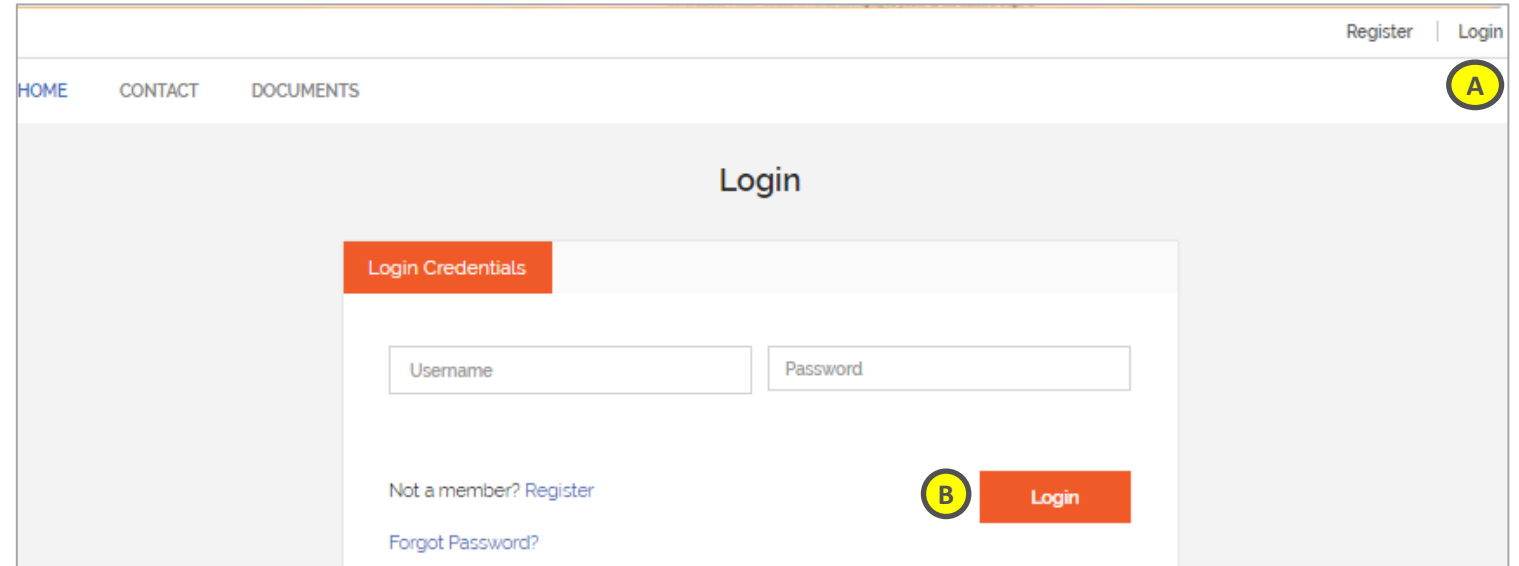
Avail your information to the public * Yes No

Address Details

4. Login and Logout

Users that have profiles on the system, will have received a username and password to use to log in

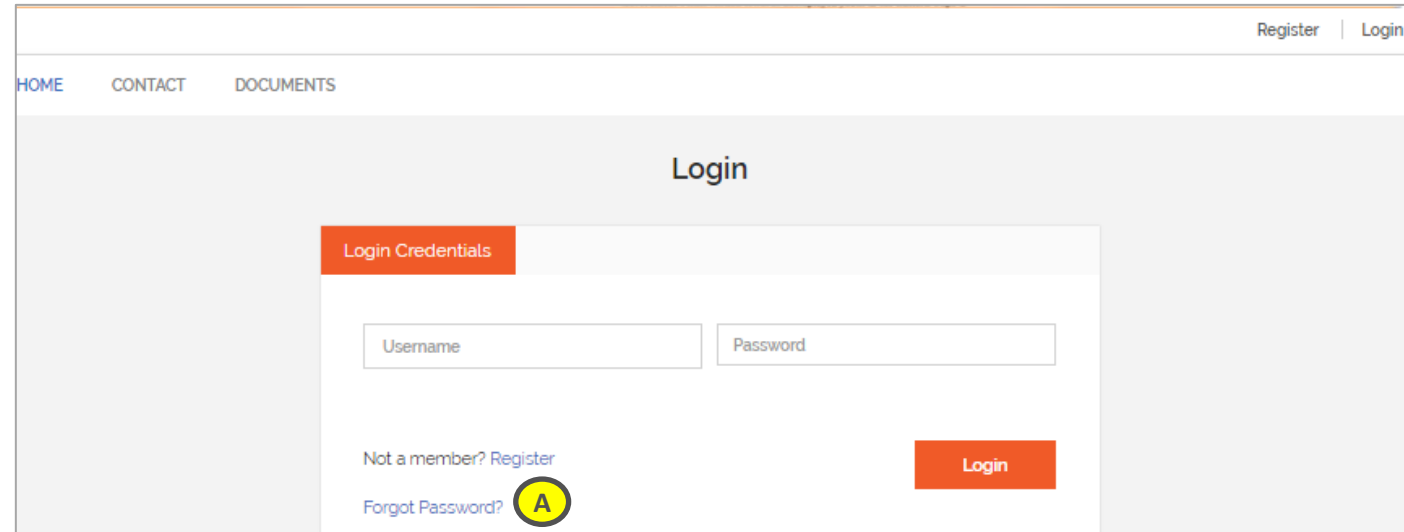
- A. **Login** – click ‘login’ link.
- B. Type in your username and password and click ‘login’ button.
- C. **Logout** – click the ‘logout’ link at the top right corner next to your name.



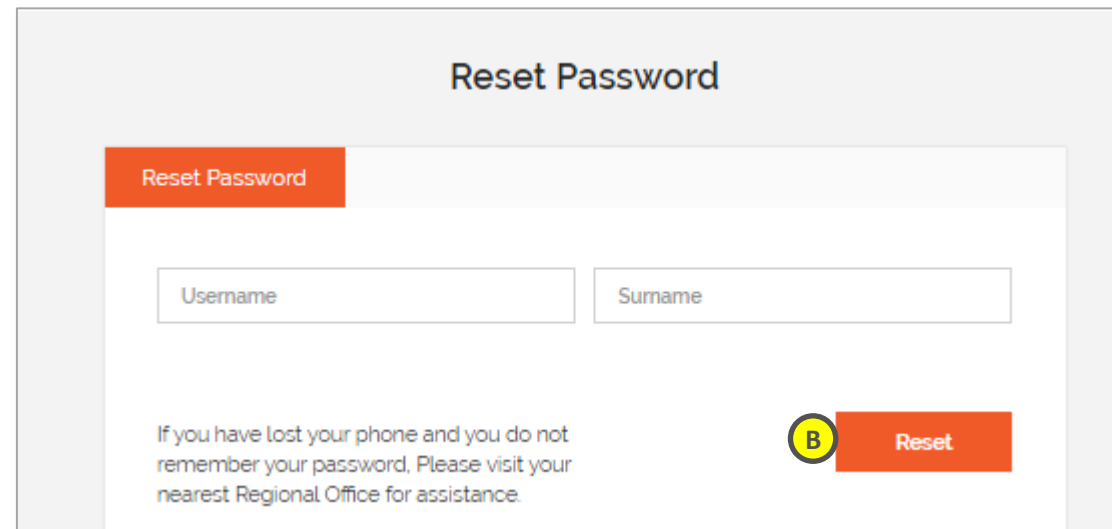
5. Reset password

In case you forget or want to reset your password, use the 'forgot password' function

- A. Click 'forgot password' link.
- B. Type in your username and surname and click 'reset' button.
- C. You will receive an SMS/email with new credentials.



The screenshot shows a web application interface. At the top right, there are links for "Register" and "Login". Below these, there are navigation links for "HOME", "CONTACT", and "DOCUMENTS". The main heading is "Login". Underneath, there is a "Login Credentials" section with two input fields: "Username" and "Password". Below the input fields, there are links for "Not a member? Register" and "Forgot Password?". The "Forgot Password?" link is highlighted with a yellow circle containing the letter "A". To the right of the input fields is an orange "Login" button.



The screenshot shows a web application interface for the "Reset Password" function. The heading is "Reset Password". Below it, there is a "Reset Password" section with two input fields: "Username" and "Surname". Below the input fields, there is a paragraph of text: "If you have lost your phone and you do not remember your password, Please visit your nearest Regional Office for assistance." To the right of this text is an orange "Reset" button, which is highlighted with a yellow circle containing the letter "B".

6. Search & View Jobs

On the homepage, select 'jobs' from the dropdown and click search.

- A. **Search** – you can search for jobs and projects
- B. **View** – the search results will be displayed.
- C. Click on 'more info' to view more details about the job or project.

The screenshot displays the Amathuba Jobs website interface. At the top right, there are links for 'Register' and 'Login'. The main navigation bar includes 'HOME', 'CONTACT', and 'DOCUMENTS'. The header features the site title 'Amathuba Jobs' and the tagline 'ONE STOP JOBS PORTAL FOR EASTERN CAPE'. A search bar is prominently displayed, with a dropdown menu open showing options: 'Select Search Type', 'Jobs' (highlighted), and 'Job Seekers'. The search bar also includes fields for 'Location' and 'Keywords', and a 'Search' button. Below the search bar, the page shows 'JOBS (1 RESULTS)'. On the left, there is a 'FILTER RESULTS' section with two categories: 'By Location' and 'By Employment Sector'. The 'By Location' list includes: Alfred Nzo (0), Amathole (0), Sarah Baartman (1), OR Tambo (0), Chris Hani (0), Joe Gqabi (0), Head Office (0), Nelson Mandela Metro (0), and Buffalo City Metro (0). The 'By Employment Sector' list includes: Advertising, Publishing (0), Banking (0), Chemical Industry (0), Clothing (0), Construction (1), Correctional Services (0), Diplomacy, Intelligence (0), and Education, Training (0). The main content area features a map of South Africa with a green dot indicating the location of the job. Below the map, the 'AVAILABLE JOBS' section lists '1. Accountant' in the 'Construction' sector. The job description reads: 'We are looking for an accountant to join our team, Duties: Preparation of budget Cost control Financial reporting'. A 'More Info' button is located at the bottom right of the job listing. At the very bottom, there are pagination controls showing 'Displaying 1 out of 1 items' and buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

7. Applying for a job

Locate the job you want to apply for then: (make sure you are logged in before applying)

- A. Click the 'More info' button to see more details about the job
- B. Click the 'Apply' button to send in an application

The screenshot shows a job search results page with the following sections:

- JOBS (3 RESULTS)**
- FILTER RESULTS**
 - By Location**
 - Alfred Nzo (0)
 - Amathole (1)
 - Sarah Baartman (0)
 - OR Tambo (0)
 - Chris Hani (0)
 - Joe Gqabi (0)
 - Head Office (0)
 - Nelson Mandela Metro (0)
 - Buffalo City Metro (4)**
 - By Employment Sector**
 - Advertising, Publishing (0)
 - Banking (0)
 - Chemical Industry (0)
 - Clothing (0)
 - Construction (2)
 - Correctional Services (0)
 - Diplomacy, Intelligence (0)
 - Education, Training (0)
 - Energy (0)
 - Engineering (1)
 - Finance & Accounting (0)
 - Food & Beverage (0)
 - Forestry (0)
 - Health & Welfare (0)
 - Insurance (0)
 - IS, Electronics (0)
 - Local Government (0)
 - Manufacturing (0)
 - Mining (0)
 - Other (0)
 - Police, Private Security (0)
 - Primary Agriculture (0)
 - Services (0)
 - Tourism & Hospitality (0)
 - Transport (0)
 - Water Services (0)
 - Type of Contract**
 - Full-Time
 - Part-Time
 - Freelance
 - Internship
 - Work Experience**
 - Not Applicable
 - Mid-Senior Level
 - Entry Level
 - Intermediate
 - Director
 - Internship
- AVAILABLE JOBS**
 - 1. Bricklayer**
 - Construction**
 - Job Description**

A bricklayer who will work on construction sites for residential and commercial projects
 - Age Range:** All
 - Gender:** All
 - Years Of Experience:** 4 years
 - Minimum Qualification:** Higher certificate
 - Contract Type:** Full-Time
 - Working Hours:** 09:00 to 16:30
 - Salary Range:** R15,000 - R20,000
 - Salary Composition:**
 - Company Benefits:** Leave, Pension.
 - District:** Buffalo City
 - Local:** Buffalo City
 - Town:** East London
 - Ward:** undefined
 - Date Created:** 2019-07-19
 - Closing Date:** 2019-08-01
 - Skills Required**
 - Bricklaying
 - Additional Requirements**
 - Share:** [Facebook] [Twitter] [Google+]
 - Interested? Provide Application Message/Cover Letter and Apply below
 - Apply** (B)
 - Less Info** (A)

8. Checking job application status

Log in to your profile.
Under 'my profile', click on 'my applications'.

- A. My applications – when you click on 'my applications', a list of jobs you applied for will be displayed.
- B. Status – the status of your application will be displayed on the table under 'status'.

The screenshot shows the Amathuba Jobs website interface. At the top, there are logos for the Province of the Eastern Cape, Amathuba, and the Expanded Public Works Programme. The user is logged in as Thando Mini. The navigation menu includes HOME, CONTACT, and MY PROFILE. The 'MY APPLICATIONS' link is highlighted with a yellow 'A' icon. Below the navigation, the main heading reads 'Amathuba Jobs'. The 'List of Applications' section contains a table with the following data:

JOB TITLE	DATE APPLIED	FIRSTNAME	SURNAME	ABOUT THE JOB	COVER LETTER	STATUS
Plumber	Oct 3 2019 4:10PM	[REDACTED]	[REDACTED]	Plumbers urgently required for the maintenance of the Bhishe Hospital		B Pending

At the bottom of the table, it says 'Displaying 1 - 1 of 1 items'. Navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last' are visible.

9. Job notifications

You will receive SMS notifications for each of the below where applicable.

- A. Job post – when a job matching your skills is posted, you will receive an SMS.
- B. Interview – when you're invited for an interview, you will receive an SMS.
- C. Outcome – you will be notified by SMS of the outcome of your interview.

