



Global Job Portal User Guide

A detailed, practical guide for job seekers and organizations using the platform.

DISCOVER | APPLY | HIRE | GROW

Official platform handbook ? Read the current listing and on-screen instructions if platform features change.



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Use this guide alongside the live website. Current vacancies, form requirements, platform policies, and on-screen instructions take precedence if they change.

Getting started

Global Job Portal brings together published opportunities, organization profiles, and online application tools. You can browse publicly available listings before creating an account. Account registration is needed for account features and organization management.

Choose the right account path

- ? Looking for work? Browse vacancies, review the role details, and apply through the application form linked from an individual listing.
- ? Hiring for an organization? Register an organization account to create an employer profile, submit job listings, and use the organization console.
- ? Already have an account? Use the appropriate sign-in page and make sure you select the account type you registered with.

Navigate the website

The primary navigation links to the homepage, job listings, saved jobs, organizations, the About page, and this guide. Use the language selector when available. On smaller screens, open the menu button to reveal navigation links; select a link to close the menu and continue.

Most pages include a footer with links to job-seeker resources, employer resources, and platform policies. The browser back button can return you to your previous results.

Job seeker guide

Step 1: Search and narrow your results

- ? Choose Jobs from the navigation, or use the search form on the homepage.
- ? Enter a role title, skill, keyword, or phrase. Start with a broad term if you are not sure of an exact title.
- ? Refine results with the available country, work mode, contract type, sector, and seniority filters. Filter choices come from active listings, so available options can change.
- ? Submit the search and scan the results. If you see no matches, remove one or more filters or try a related keyword.
- ? Open a promising listing to read the full role details before preparing your documents.

Step 2: Evaluate a vacancy

Read the title, organization, location, work arrangement, contract type, responsibilities, qualifications, and closing date. Confirm that the role matches your experience and availability. Review any special application instructions in the listing.

Visit the organization profile to learn more about the employer. A verification label describes the profile's review status; it is not a guarantee of a job outcome. If a listing seems inconsistent or asks for unusual sensitive information or payment, use caution and review the platform's safety and reporting guidance.

Step 3: Save a role for later

Use the save control on a listing when you want to compare it or return later. Sign in if the platform requests it. Visit Saved Jobs to review saved roles. Saving a vacancy does not submit an application and does not reserve a place in a recruitment process.

Step 4: Prepare an application

- ? Update your CV so it clearly shows relevant experience, skills, education, and dates.
- ? Use an informative filename, such as Amina-Hassan-CV.pdf, and check that the file opens correctly.
- ? Prepare a concise cover letter tailored to the role when the form or listing invites one.
- ? Follow the formats and file-size limits shown beside each upload field. The current application form accepts PDF, DOC, and DOCX CV files up to 5 MB.
- ? Keep statements accurate. Do not include private details that are not necessary for the application.

Step 5: Submit the application

- ? Open the relevant job details page and select its application action.
- ? Enter your name and email address carefully; these are required fields on the application form.
- ? Add your phone number only if you are comfortable sharing it and the field is useful for the application.
- ? Write or paste a role-specific cover letter when appropriate. Check spelling, names, and role title.
- ? Choose the correct CV file and confirm that it meets the accepted format and size limit.
- ? Review the whole form, then submit once. Wait for the on-screen confirmation before closing the page.

Step 6: Follow up responsibly

Keep a private record of the role title, organization, application date, and any follow-up you send. Check the application status in your account if that feature is available to you. The hiring organization controls screening, interviews, and selection timelines. A submitted application is not a guarantee of a response, interview, or offer.

Organization guide

Step 1: Register the organization

- ? Choose the organization registration option and provide the requested account and employer details.
- ? Use an email address that the authorized organization administrator can access.
- ? Choose a secure password and store it using an approved password manager. Do not share account credentials among staff.
- ? Submit the registration form and follow any on-screen confirmation or verification steps.

Step 2: Complete the organization profile

Sign in and open the organization console. Add an accurate organization name, type, country, website, and mission statement. Upload a current logo with clear edges and a suitable aspect ratio. Review spelling and link destinations before saving.

Provide only information that the organization is authorized to publish. Do not upload personal candidate documents or confidential internal material to public profile fields. A profile's verification status is visible in the console; respond to any verification requirements shown to the account.

Step 3: Create a complete vacancy

- ? Open Post New Job from the console.
- ? Write a precise title that describes the role rather than a slogan.
- ? Select the appropriate department or sector, country, location, work mode, contract type, and seniority where requested.
- ? Describe the organization's work, the purpose of the position, core responsibilities, required qualifications, and desirable experience.
- ? Set a realistic closing date and check it carefully before publishing.
- ? Remove discriminatory or unrelated criteria, unsubstantiated claims, and requests for candidate payments or sensitive information that is not necessary for hiring.
- ? Preview the listing, correct any errors, and publish it when ready.

Writing an effective job description

Use short sections and concrete language. Separate essential criteria from preferred criteria. Explain the expected work location and arrangement clearly. Give applicants a realistic picture of the role and the documents or steps required. Avoid copying boilerplate that contradicts the actual opening.

Step 4: Manage applications

Use the applications area to review submissions for your roles. Open candidate materials only for legitimate recruitment purposes and limit access to staff who need them. Apply consistent, role-related screening criteria and document decisions according to your organization's processes.

Update application statuses carefully and promptly where the console offers that feature. Treat candidate documents as confidential. Do not download, forward, or retain them longer than your lawful retention policy permits.

Step 5: Keep listings current

Monitor open vacancies and application volume from the console. Close or update a vacancy when the role is filled, withdrawn, or materially changed. Correct expired deadlines promptly. Review profile details and access permissions when staff responsibilities change.

Privacy, security, and safe use

- ? Use a unique password and sign out after using a shared device.
- ? Never send passwords, account recovery codes, or payment to a person claiming to guarantee a job or interview.
- ? Check role details and the employer's public information before sharing application documents.
- ? Provide only the personal information necessary for an application and handle other people's application records confidentially.
- ? Keep copies of submitted materials in a secure location that you control.
- ? Use organization accounts only when authorized to represent the employer.
- ? Report suspicious or inaccurate listings using the platform's available support or reporting route.
- ? Review the published privacy policy and terms for details about data handling and platform rules.

Troubleshooting

I cannot find a role I expected to see

Check spelling and try a shorter or related keyword. Clear restrictive filters, especially country, work mode, contract type, sector, and seniority. The role may have closed, reached its deadline, or been removed by its publisher.

The application form will not accept my CV

Check the file extension and size. The current form lists PDF, DOC, and DOCX formats and a 5 MB maximum. Rename the file using simple letters and numbers, export it again if it is corrupted, and retry. Do not submit someone else's document.

I did not receive an application confirmation

Wait for the page's success message before closing it. Check whether the form displayed a validation error and confirm required fields. If you are unsure whether an application went through, avoid sending repeated duplicate applications; check your account or use the organization's published application instructions.

I cannot sign in or access a saved item

Confirm you are using the correct account type and the same email address used to register. Check that your browser allows required site cookies and that the page has finished loading. Use the available account recovery flow if one is presented.

An organization detail or vacancy appears incorrect

Reopen the live listing and compare its most recent information. For a significant discrepancy or suspicious request, pause before sharing more information and contact the platform using its published support channel.

Glossary and final checklist

Published job

A vacancy that an organization has made visible to candidates on the platform.

Work mode

The location arrangement associated with a role, such as on-site, remote, or hybrid where the listing offers that choice.

Saved job

A role bookmarked for later review; saving does not submit an application.

Organization verification

A profile review status displayed by the platform; it does not guarantee recruitment outcomes or replace your own assessment.

Application status

A progress label provided by the hiring organization when available. The organization controls its selection process.

Before you finish

- ? Confirm that you are using the correct account path.
- ? Read the full listing and verify the deadline before applying.
- ? Check every required field and attached document.
- ? For employers, preview each vacancy and keep profile and listing information current.
- ? Protect account credentials and personal information.

We hope this guide helps you use Global Job Portal with clarity and confidence. The available features and form requirements shown on the live platform take precedence if they change after this guide was published.