COMPETITION AUTHORITY OF KENYA ONLINE JOB APPLICATION USER MANUAL

INSTRUCTIONS

1. **Online Job application process begins with viewing the advertised vacancies on the landing page of the portal address https://jobs.cak.go.ke:802/ . Thereafter, the job applicant shall be required to create an account using the steps as highlighted below:-**

   1.1   To sign up, click on register and enter the respective details as directed by the platform, including your National ID/Passport number, Email address and the *reCAPTCHA* code. Job applicants are advised to choose the most convenient Email address for their account.

   1.2   To log in for the first time, provide the credentials sent to your Email.

   1.3   After the first successful login, change the auto-generated password received from the Authority to your preferred password by clicking on the *CHANGE PASSWORD* tab that is to the left of the landing page.

2. **Filling the details**

   2.1   Upon successfully accessing the Portal, click on "*Applicants Profile*" on the Main Menu and provide your personal details. The user should provide details of his/her academic and professional qualifications and attach their testimonials. Applicants will use this profile to apply for any jobs that fall vacant at the Authority.

   2.2   To view available job vacancies within the Authority, click on the "*Available Vacancies*" tab on the Main Menu.

   2.3   Upon identification of a relevant job vacancy, click on the viewing job description link to view the position's detailed job description.

   2.4   The user can then proceed to apply for the job by clicking on "*Apply for this job*".

2.5   The details of the user's application will then appear under *"My Job Application"*

2.6   Upon submission of the application the Portal will auto-generate a response confirming receipt of your application by the Authority.

2.7   The Portal enables job applicants to track the status of their applications by clicking on *"My Job Applications"* tab on the Main Menu.

2.8   Further to these instructions is **annexure 1** with a Pictorial step-by-step guide on how to apply for a job via the Portal.

3. Useful tips to Applicants

3.1   Ensure that you have stable Internet before commencing the application process.

3.2   Ensure that you attach all relevant certificates and testimonials for the job that you wish to apply for.

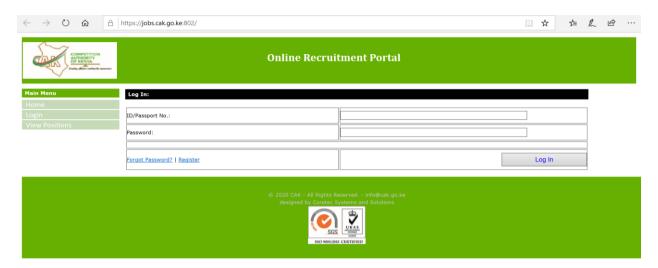3.3   Do not disclose your Portal credentials (username and password) to other parties.
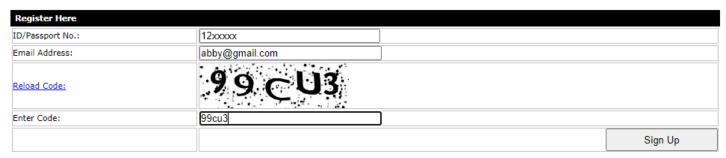
ANNEX I

HOW TO APPLY FOR A JOB ON THE AUTHORITY'S E-RECRUITMENT PORTAL

E-Portal Address: https://jobs.cak.go.ke:802/

1. The CAK's E-recruitment Portal login page

2. If using the Portal for the first time, register by entering your National ID/Passport Number, Email address and entering the reCAPTCHA code then click on **SIGN UP:**

3. To log in for the first time, provide the credentials sent to your Email.

4. After the first successful login, change the auto-generated password received from the Authority to your preferred password by clicking on the *CHANGE PASSWORD* tab that is to the left of the landing page.

Online Recruitment Portal

Main Menu
- Home
- Applicant Profile
- Available Vacancies
- My Job Applications
- Change Password

How To Apply

1. Navigate the system as guided by the links on the left side bar.
2. Click on "**Applicant Profile**" to fill the sections contained therein.
3. Click on the "**Available Vacancies**" link.
4. Here you will see a list of all available vacancies that are open for application.
5. Click on the "**Click Here To View Job Description**" link against the job you wish to apply for.
6. You will see a document containing the Job Description details.
   (Depending on your browser's settings, this document will either appear on the center of your page, or as a download.)
7. Click on the '**Apply for this Job**' button once you confirm the Job Description Details and this job will appear on the "**My Job Applications**" page.

5. On the landing page, you also get instructions on how to apply by filling the viewing the **Available vacancies, filling the Applicant's profile** and **Viewing the Job Description** before **Applying for the Job:**

How To Apply

1. Navigate the system as guided by the links on the left side bar.
2. Click on "**Applicant Profile**" to fill the sections contained therein.
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6. You will see a document containing the Job Description details.
   (Depending on your browser's settings, this document will either appear on the center of your page, or as a download.)
7. Click on the '**Apply for this Job**' button once you confirm the Job Description Details and this job will appear on the "**My Job Applications**" page.
8. You can monitor the status of your job application from "**My Job Applications** Page"
9. An email will be sent to your mail box when the status of your application changes.

NB: You only need to fill your profile once.
*Future applications will only require you to navigate to the **Available Vacancies** page and click on the 'Apply for this Job' button.*

6. Applicants can track the status of their applications by clicking on "*My job applications*" tab on the Main Menu.

Main Menu
- Home
- Applicant Profile
- Available Vacancies
- My Job Applications
- Change Password