

BANK OF ZAMBIA – ONLINE APPLICATION TO INTERNAL AND EXTERNAL JOB ADVERTISEMENTS USER GUIDE

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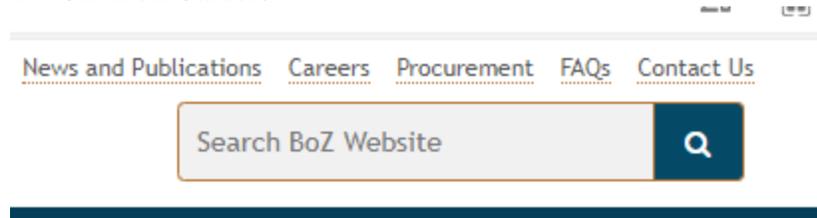
Applying for Job Advertisements on Bank of Zambia Online (Taleo Business Edition)

Taleo Business Edition has options for publishing internal and external job adverts. The following sections indicate the steps to undertake when applying for either an internal or external job advert.

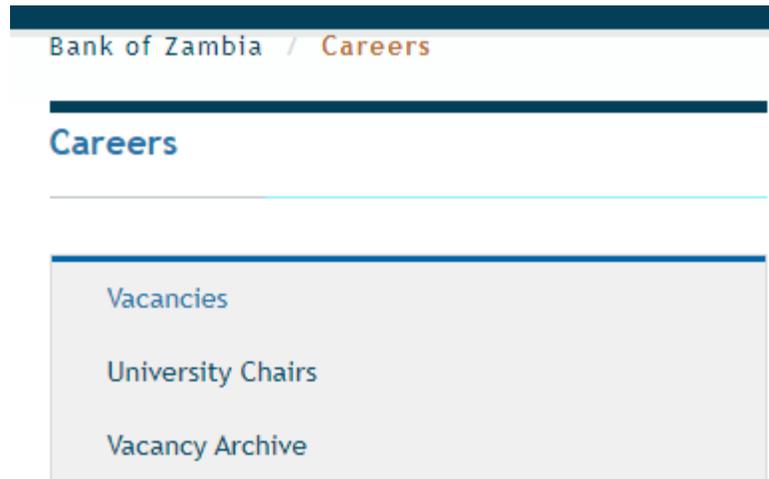
Click the internal or external job adverts link on the intranet or BoZ website – Career section respectively.

1. Access the BOZ Website: <https://www.boz.zm>

2. Click on Careers



3. Click on Vacancies



Search for the Job and click apply on the appropriate Job(s) you are interested in as illustrated below:

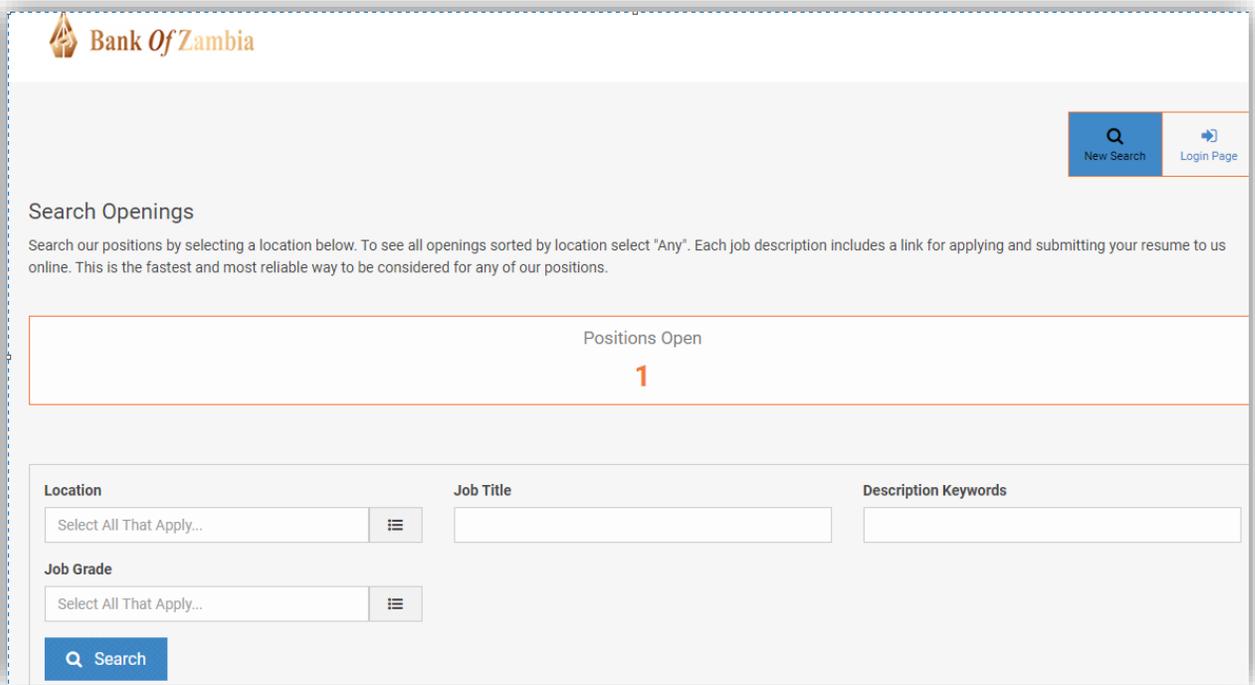


Figure 1 Internal/External Jobs site showing 1 open position

Enter filter details for example the Location, Job title or Keywords to filter the Job listings or leave these fields blank and click the search button to load the available Jobs as illustrated below:

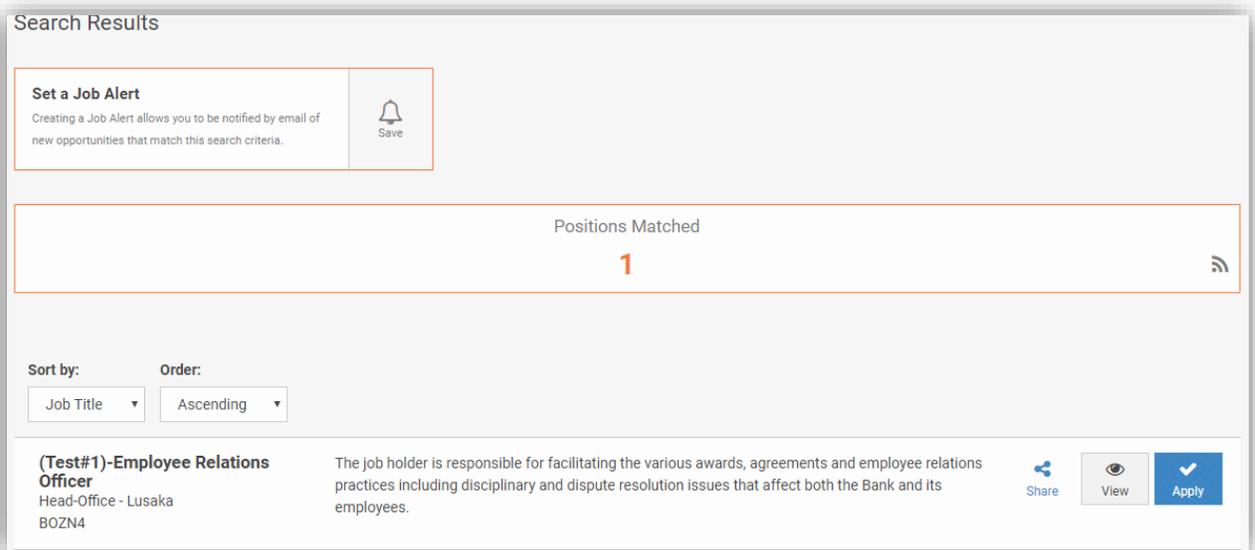


Figure 2 Results of internal/external job listing search

Each Job posting has three sets of buttons associated with it: share, view, apply.

- Share button. This button enables one to share the link to the Job with a colleague using social media platforms.



- View button. This button enables one to see the details of the Job advert.

(Test#1)-Employee Relations Officer

Location
Head-Office - Lusaka

Hot Job
No

Job Grade
BOZN4

[✔ Apply Now](#)

Job Brief

The job holder is responsible for facilitating the various awards, agreements, including disciplinary and dispute resolution issues that affect both

Bank of Zambia, an equal opportunity employer invites applications from following vacant position:

1.0 EMPLOYEE RELATIONS OFFICER (1 POST)
GRADE: BOZN 4

Job Purpose

- Apply button. This button opens the application form that needs to be completed by the applicant. The first step is to Login if already a registered member or register if applying for the first time.

Register

1. Register

To submit your application, please complete these steps. Fields marked with a red asterisk (*) are required.

Email Registration

Your email address will be used as your login name allowing you to return to our website to update your profile.

If you are a returning applicant, please sign in or reset your password using the Login button.

Email *

Password *

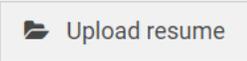
Re-type new password: *

Personal Information

Fill in the application form ensuring that all fields marked as mandatory are filled in as shown below:

2. Your Information

Save Time
Use your resume or profile to fill in many of the fields on this application form.

 Upload resume

Personal Information

First name*	Last name*
<input type="text"/>	<input type="text"/>
Middle	Phone #
<input type="text"/>	<input type="text"/>
Mobile #	Position applied for
<input type="text"/>	<input type="text"/>
Street address*	City*
<input type="text"/>	<input type="text"/>
State/Territory/Province	ZIP/Postal code
<input type="text" value="Please select"/>	<input type="text"/>
Country *	Length of residence in Zambia
<input type="text" value="Please select"/>	<input type="text"/>
Zambian national registration (NRC) card No	Candidate date of birth
<input type="text"/>	<input type="text" value="M/D/YY"/> 
Candidate place of birth	Passport No.
<input type="text"/>	<input type="text"/>
Date passport issued	Date passport expires
<input type="text" value="M/D/YY"/> 	<input type="text" value="M/D/YY"/> 

Resume

Type out the resume or upload the resume as a document:

3. Resume and Questions

Upload Your Resume

Upload your resume if you have not already done so. Alternatively you can type or copy and paste your resume into the Resume Text field below.

Note: You can attach a total of up to 10MB of data. Your resume and all attachments combined must be less than 10MB.

 Add Resume*

Resume Text

You can copy and paste your resume into the box below.

Attachments

Attach Supporting documentation. This will include certified and scanned certificates, NRC, Grade Twelve and any other necessary documents to support the application. There is a 10MB size limit on the uploads.

Attachments

Upload Payslips, NCR, (O)level/GCE qualifications Or any additional attachments.

Note: You can attach a total of up to 10MB of data. Your resume and all attachments combined must be less than 10MB.

 Add Attachment

Employment and Education history

Please ensure that the work and education history is populated as captured in your curriculum vitae.

4. Work and Education History

Employment History

 Add Work History

Education History

 Add Education

Click the add work history button to populate your work history.

4. Work and Education History

Employment History

Position Title*

Company Name*

Date From*

Date To*

Reason For Leaving

Description

Have you upload NCR *

Have you upload payslips *

 Save

 Cancel

Click the add education button to populate your education history

Education History

Date From*	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	Date To*	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>
Degree Achieved*	<input type="text"/>		School Name	<input type="text"/>	
College Name	<input type="text"/>		City	<input type="text"/>	
Have you uploaded (O)level/GCE qualifications *	<input type="text" value="Please select"/>				
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>			

Review and Submit application

Ensure to enter the candidate eSignature by entering your full names and a date. Clicking the submit button completes the application process.

5. Review and Submit

Candidate Sign Off

I certify that all of the information in this application is true and correct as of this date.

Candidate eSignature*	<input type="text"/>	Candidate eSignature Date*	<input type="text" value="M/D/YY"/>	<input type="button" value="Calendar"/>
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Application Review

BOZ

Setting Job Alerts

The system enables registered users set Job alerts. Job alerts are notifications that are sent to registered users when a Job that matches a prospective applicants search criteria is posted to the Jobs board.