



CIDRZ e-Recruiter

Quick Start Guide

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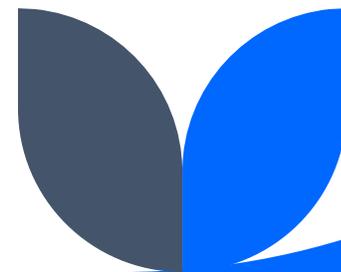
Creating an account

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Summary



Introduction

CIDRZ e-Recruiter is a web-based application that allows you to view and apply for jobs advertised by CIDRZ. You can access the application using your cell phone, tablet, smart TV, or computer from anywhere in the world. You just need an internet connection and a device with a web browser. To access the system, open your browser and navigate to the URL: <http://www.cidrz.org/jobs/>

CIDRZ e-Recruiter Home

The screenshot displays the CIDRZ e-Recruiter Home page. The browser address bar shows the URL <https://jobs.cidrz.org/home>. The page header includes the text "CIDRZ e-Recruiter" and the date "Thu Feb 17 2022 1:32:25 PM".

On the left side, there is a dark sidebar with the following navigation options:

- Jobs
- Register Free Account
- Sign in

The main content area is titled "Jobs" and "Human Resources - Jobs". It features a search bar with the placeholder text "Enter text to search..." and a "Search" button. Below the search bar is a table of job listings.

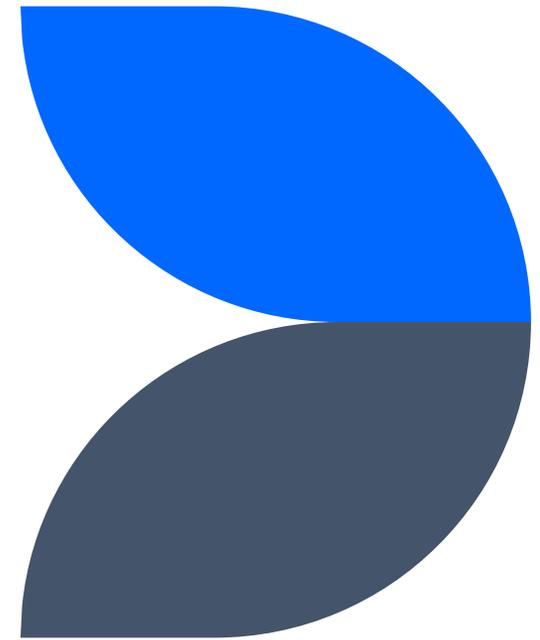
Actions	TITLE	LOCATION	PROJECT	GRADE	STATUS	DEADLINE	PUBLISH DATE
	Sales and Marketing Manager Ref No. SM/CL/15/02/22	VenYou Events Center - Lusaka District, Lusaka Province	P157 - VenYou - Events Center	C7	Not Signed In	25 Feb 2022 00:00	16 Feb 2022 00:00

At the bottom of the page, there is a footer with the following text:

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Creating an account

You need to create an account to update your profile and apply for jobs. Internal job advertisements are only be available to CIDRZ staff



Creating an account

The screenshot shows a web browser window with the URL <https://jobs.cidrz.org/register>. The page title is "CIDRZ e-Recruiter". The main content is a registration form with the CIDRZ logo at the top. The form has the following fields:

- First name:** Input field containing "John".
- Last name:** Input field containing "Last Name", highlighted in red with a red error icon.
- Email:** Input field containing "nkoleevans@gmail.com".
- Password: *** Input field containing ".....", highlighted in red.
- Confirm Password: *** Input field containing "Confirm Password", highlighted in red with a red error icon.

At the bottom of the form is a dark button labeled "Register Account".

Notes on email addresses

CIDRZ Email (@cidrz.org)

Available to CIDRZ staff only

Can see public job adverts

Can see internal jobs adverts

Can reset passwords when in active employment with CIDRZ. Users can continue using an @cidrz.org email address after leaving CIDRZ but they will not be able to reset their password since they cannot receive mails

Other Email(Yahoo!, Gmail, etc.)

Available to anyone

Can see public jobs adverts

Cannot see internal jobs

Can reset passwords at anytime. The system will send a password reset email to your email address with instructions



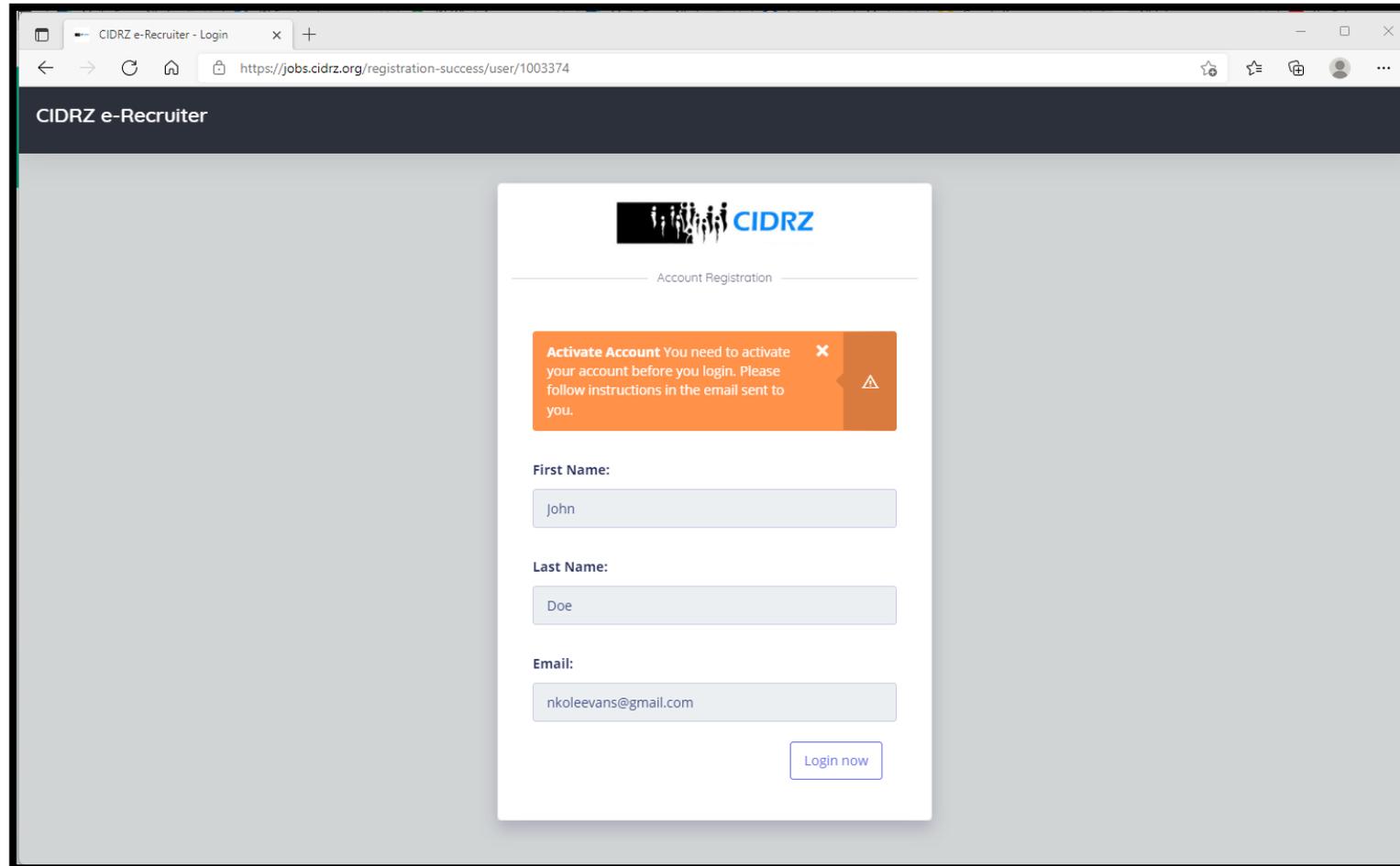
“

CIDRZ e-Recruiter will send a verification email to the email address you provide. Please ensure your email works

Activating your account

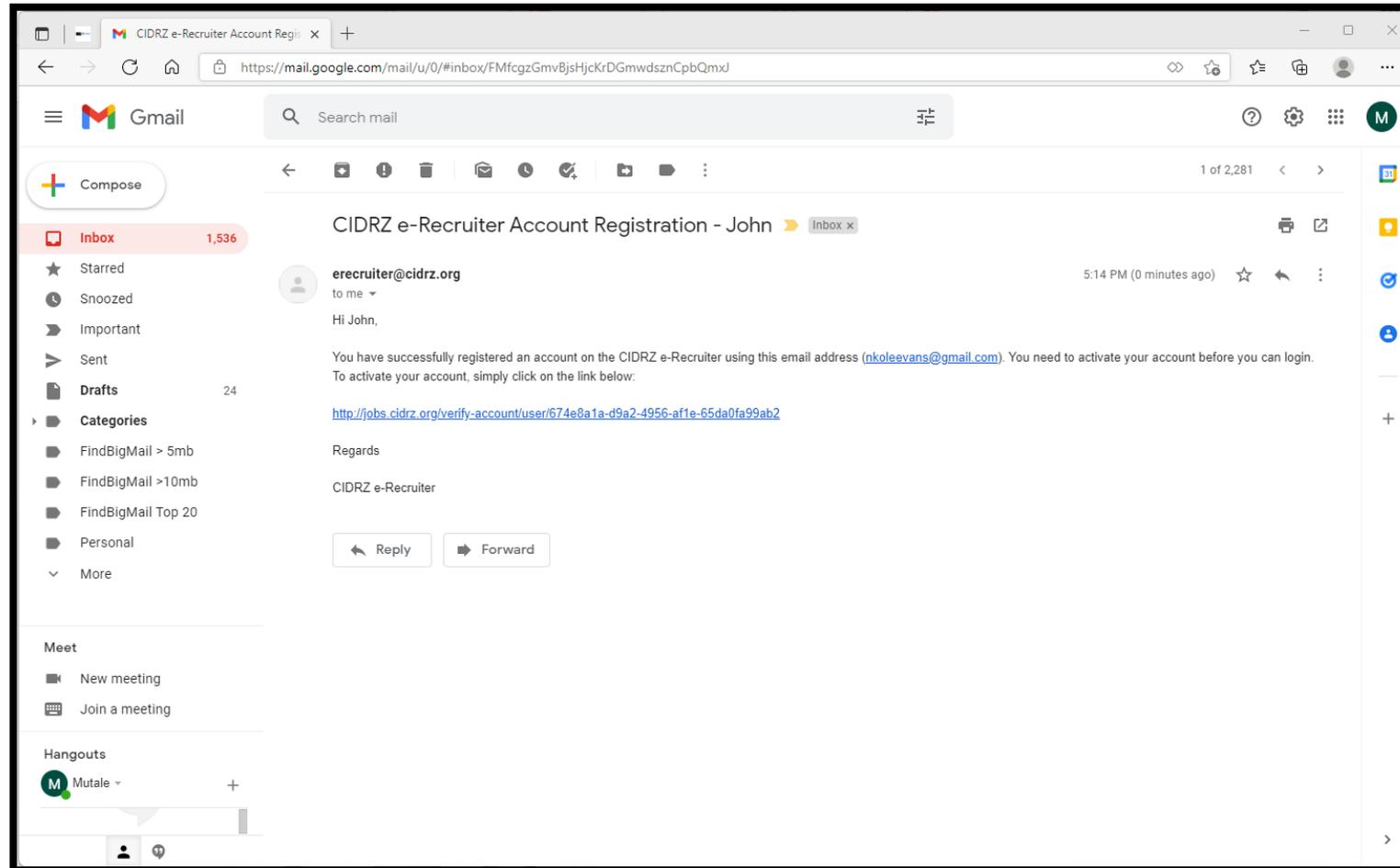
”

Activating your account



The screenshot shows a web browser window with the title "CIDRZ e-Recruiter - Login" and the URL "https://jobs.cidrz.org/registration-success/user/1003374". The page header is "CIDRZ e-Recruiter". The main content area features the CIDRZ logo and the text "Account Registration". A prominent orange message box states: "Activate Account You need to activate your account before you login. Please follow instructions in the email sent to you." Below this, there is a registration form with the following fields: "First Name:" with the value "John", "Last Name:" with the value "Doe", and "Email:" with the value "nkoleevans@gmail.com". A "Login now" button is located at the bottom right of the form.

Activating your account



To activate the account, Simply click on the link in the email. Didn't receive the email? Please check your spam or junk folders

Signing in

CIDRZ e-Recruiter

CIDRZ

Login

Username/Email:

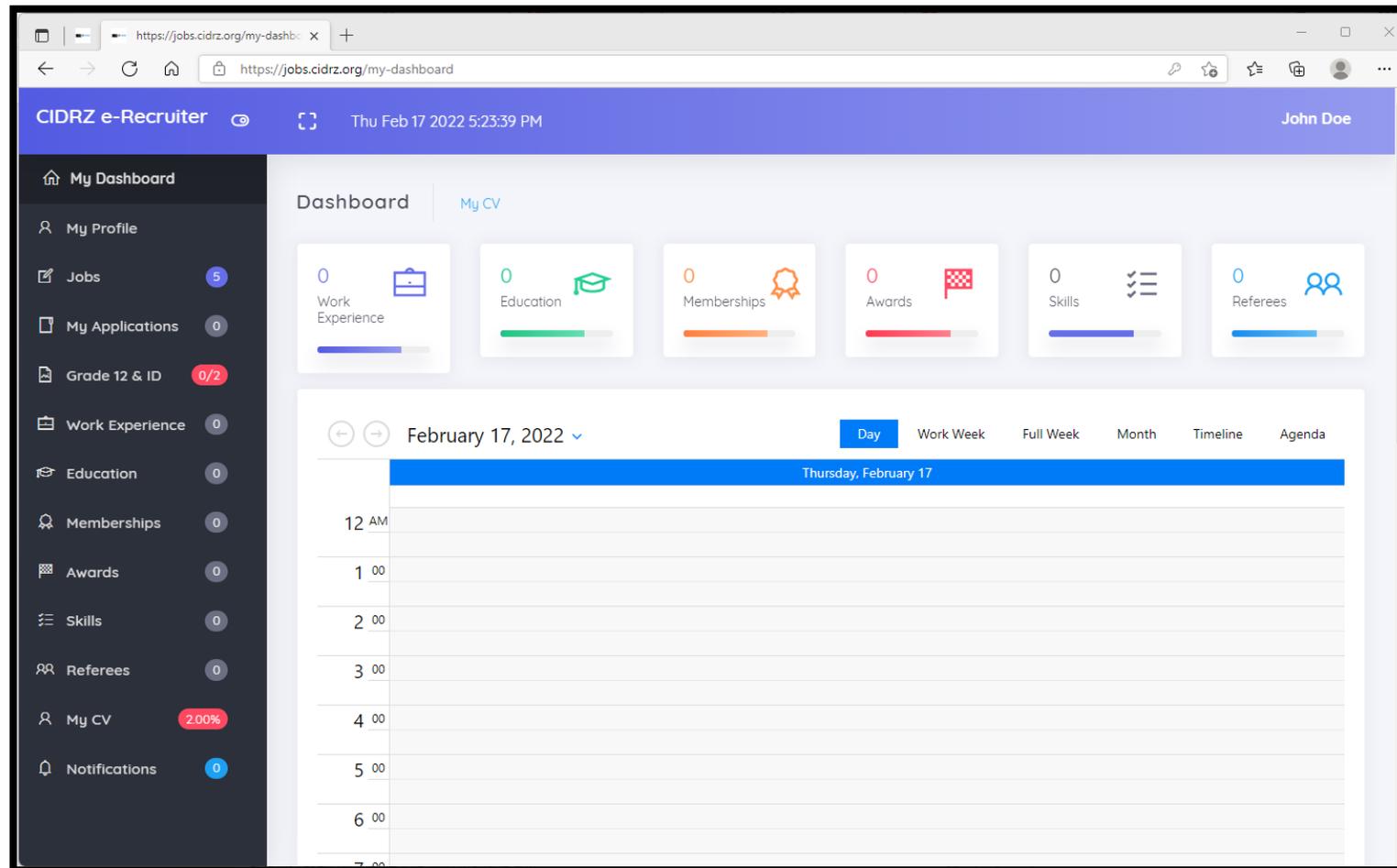
Password:

[Forgot Password?](#)

[Don't have an Account? Register](#)

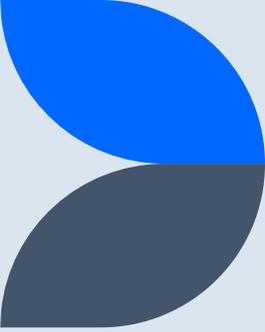
Login

Dashboard



Your dashboard allows you to update your profile, work experience, education background and other information for your Curriculum vitae (CV). You can apply for jobs when your profile is at least 75% complete

Your Curriculum vitae (CV)



1

Profile

Names, gender, date of birth and addresses

2

Grade 12 & ID

Copy of your Grade 12 certificate and ID (NRC, passport or drivers license)

3

Work experience

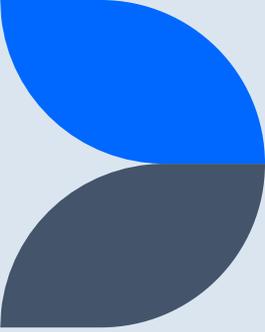
Current and previous work experience

4

Education

Educational background and qualifications

Your Curriculum vitae



5

Memberships

Current professional memberships

6

Awards

Relevant professional awards

7

Skills

Relevant professional abilities and knowledge

8

Referees

People knowledgeable about your work experience

Viewing your Profile

The screenshot shows a web browser window with the URL <https://jobs.cidrz.org/profile/view>. The page title is "View Profile - Evans". The browser's address bar shows the URL and navigation icons. The page header is blue and contains the text "CIDRZ e-Recruiter" on the left, "Fri Feb 18 2022 8:52:06 AM" in the center, and "Evans Nkole" on the right. A dark sidebar on the left lists navigation options: My Dashboard, My Profile, Jobs (1), My Applications (0), Grade T2 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (90.0%), and Notifications (0). The main content area features a profile picture of a woman, followed by a form with the following fields: First name (Evans), Middle name (Middle Name), Last name (Nkole), NRC (111111/22/4), Passport (Passport), Date of Birth (02 Feb 2022), Mobile Phone (260977123456), Work Phone (Work Phone), Email Address (Readonly) (evans.nkole@cidrz.org), Town (Town), Sex (Female), Postal Address (Postal Address), and Residential Address (Residential Address). An "Update Profile" button is located at the bottom of the form.

You can view your current profile under My Profile. To update, Click the **Update Profile** button at the bottom. The application will display a percentage to indicate how complete your profile is under **My CV**

Updating your Profile

The screenshot displays the 'Update Profile' interface in a web browser. The browser's address bar shows the URL <https://jobs.cidrz.org/profile/update>. The page header includes 'CIDRZ e-Recruiter', the date and time 'Fri Feb 18 2022 8:52:29 AM', and the user's name 'Evans Nkole'. The left sidebar contains a list of navigation items with corresponding counts: My Dashboard, My Profile, Jobs (1), My Applications (0), Grade 12 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (9100%), and Notifications (0). The main content area is titled 'Update Profile' and features three tabs: 'Profile', 'Photo', and 'Password'. The 'Profile' tab is selected, showing a form with the following fields: Gender (Female), Title (Mr.), Last name (Nkole), First name (Evans), Middle name (Middle Name), Date of Birth (02 Feb 2022), NRC (11111/22/4), Passport (Passport), Marital Status (Single), Home Address (Home Address), Postal Address (Postal Address), and City/Town (Town).

You can update your personal details and change your password. Optionally, you can upload your portrait photo under the photo tab. To save your changes, Click **Save Profile**

Attach ID & Grade Certificate

Update Profile - Evans x +
https://jobs.cidrz.org/my-grade12-id

CIDRZ e-Recruiter Thu Feb 17 2022 6:49:38 PM Evans Nkole

My Dashboard
My Profile
Jobs 5
My Applications 0
Grade 12 & ID 2/2
Work Experience 5
Education 4
Memberships 2
Awards 1
Skills 5
Referees 3
My CV 91.00%
Notifications 0

Attach ID & Grade Certificate My - Curriculum Vitae (CV)

Attachments (Only .jpg,.jpeg,.gif,.png, .pdf)

NRC or Passport or Driving License (4 MB Maximum):
Browse...

#	File Name	Size (KB)	Date
Delete	statementnyir102017-06-27-2017-06-27.pdf	65	16 Feb 2022 13:05

Grade 12 Certificate (4 MB Maximum):
Browse...

#	File Name	Size (KB)	Date
Delete	camscanner_02-15-2022_17.50.pdf	65	16 Feb 2022 13:05

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Work Experience

The screenshot shows a web browser window with the URL <https://jobs.cidrz.org/work-experience>. The page title is "CIDRZ e-Recruiter" and the user is logged in as "Evans Nkole". The date and time are "Thu Feb 17 2022 6:49:10 PM".

The main content area is titled "Work Experience" and includes a sub-link "My - Curriculum Vitae (CV)". Below this is a form titled "Add Work Experience".

The form contains the following fields:

- Organisation:** A text input field with the placeholder "Organisation".
- Position:** A text input field with the placeholder "Position".
- Start Date:** A dropdown menu with the placeholder "Start Date".
- You still work here?:** A dropdown menu with the placeholder "Current".
- Duties / Responsibilities:** A large text area with the placeholder "Duties / Responsibilities".

Below the form is a blue button labeled "Add Work Experience +".

Below the button are five red error messages:

- Please enter organisation
- Please enter position
- Please enter start date
- Please select whether you still work here
- Please enter duties / responsibilities

At the bottom of the form, there is a section labeled "Current Work Experience:".

The left sidebar contains the following navigation items:

- My Dashboard
- My Profile
- Jobs (5)
- My Applications (0)
- Grade 12 & ID (2/2)
- Work Experience (5)
- Education (4)
- Memberships (2)
- Awards (1)
- Skills (5)
- Referees (3)
- My CV (9100%)
- Notifications (0)

Education Background

Add Education Background

College / University:

Programme:

Start Date:

End Date:

Qualification:

Attach Copy:

Please enter college / university
Please enter programme
Please enter start date
Please enter end date
Please select qualification

Current Education Background:

#	College / University	Programme	Attachment	Start Date	End Date	Qualification	Date
Delete	Collge	Huma Resources	membershipcertificate.pdf	10 Feb 2022	16 Feb 2022	Higher Diploma	03 Feb 2022 14:19
					21 Feb		09 Feb 2022

You are required to add your full educational background. To do so, provide the name of the college / university, program, start and end dates, qualification obtained and attach a copy of your certificate

Professional Memberships

The screenshot displays the 'Professional Memberships' section of the CIDRZ e-Recruiter interface. The left sidebar contains navigation options: My Dashboard, My Profile, Jobs (5), My Applications (0), Grade 12 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (91.00%), and Notifications (0). The main content area is titled 'Professional Memberships' and includes a sub-tab 'My - Curriculum Vitae (CV)'. The 'Add Professional Membership' form contains the following fields:

- Organisation:
- Number:
- Start Date:
- End Date:

Below the form is a blue button labeled 'Add Professional Membership +'. Red error messages are displayed below the form:

- Please enter organisation
- Please enter membership number
- Please enter start date
- Please enter end date

The 'Current Work Experience' table is shown below the form:

#	Organisation	Number	Start Date	End Date	Date
Delete	ICTAZ	123456	01 Feb 2022	01 Mar 2022	03 Feb 2022 10:26
Delete	ZESCO	1009	09 Feb 2022	07 Feb 2022	09 Feb 2022 15:56

You can add professional memberships you currently have such as EIZ or GNC. To do so, provide the name of the organization, membership number and start and end dates

Awards

The screenshot shows the 'Awards' section of the CIDRZ e-Recruiter interface. The page title is 'Awards' and the user is logged in as 'Evans Nkole'. The left sidebar contains navigation options: My Dashboard, My Profile, Jobs (5), My Applications (0), Grade 12 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (9100%), and Notifications (0). The main content area is titled 'Awards' and includes a sub-section 'My - Curriculum Vitae (CV)'. Below this is a form titled 'Add Awards' with the following fields: 'Name' (text input), 'Date' (dropdown menu), 'Organiser' (text input), and 'Description' (text area). A blue 'Add Award +' button is located below the form. Below the form, there are four red error messages: 'Please enter name', 'Please enter date', 'Please enter organiser', and 'Please enter description'. At the bottom, there is a table titled 'Current Awards' with the following data:

#	Names	Award Date	Organiser	Description	Date
Delete	ZICTA Innovation	09 Feb 2021	ZICTA	Award	03 Feb 2022 01:17

Skills

The screenshot shows the 'Skills' section of the CIDRZ e-Recruiter interface. The page title is 'Skills' and the sub-section is 'My - Curriculum Vitae (CV)'. The user is identified as 'Evans Nkole' and the date is 'Thu Feb 17 2022 6:47:56 PM'. The left sidebar contains navigation options: My Dashboard, My Profile, Jobs (5), My Applications (0), Grade 12 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (91.00%), and Notifications (0). The main content area features an 'Add Skill' form with a text input field containing the placeholder text 'Name i.e. Report Writing, Computer Programming, Graphics & Photo Editing, etc.' and a blue 'Add Skill +' button. Below the form, a red error message reads 'Please enter skill name'. Underneath, the 'Current Skills' section displays a table with the following data:

#	Name	Date
Delete	Computer Programming	08 Feb 2022 11:11
Delete	Report Writing	08 Feb 2022 11:11
Delete	Grant writing	09 Feb 2022 03:38
Delete	Graphics Design	09 Feb 2022 03:38
Delete	Video Editing	09 Feb 2022 03:39

Referees

The screenshot displays the 'Referees' section of the CIDRZ e-Recruiter interface. The left sidebar contains navigation links with associated counts: My Dashboard, My Profile, Jobs (5), My Applications (0), Grade 12 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (9100%), and Notifications (0). The main content area is titled 'Referees' and includes a sub-tab 'My - Curriculum Vitae (CV)'. The 'Add Referees' form contains the following fields:

- Name:
- Mobile:
- Email:
- Current Position:
- Organisation:

Below the form is a blue button labeled 'Add Referee +'. Red error messages are displayed below the form:

- Please enter name
- Please enter mobile number
- Please enter email
- Please enter current position
- Please enter organization

The 'Current Referees' table is as follows:

#	Names	Mobile	Email	Current Position	Organisation	Date
Delete	John Doe	260977123456	john@yahoo.com	Accountant	ZESCO	09 Feb 2022 03:36
Delete	Jane Doe	0978123456	jane@gmail.com	Cashier	ZICTA	09 Feb 2022 03:37

My CV

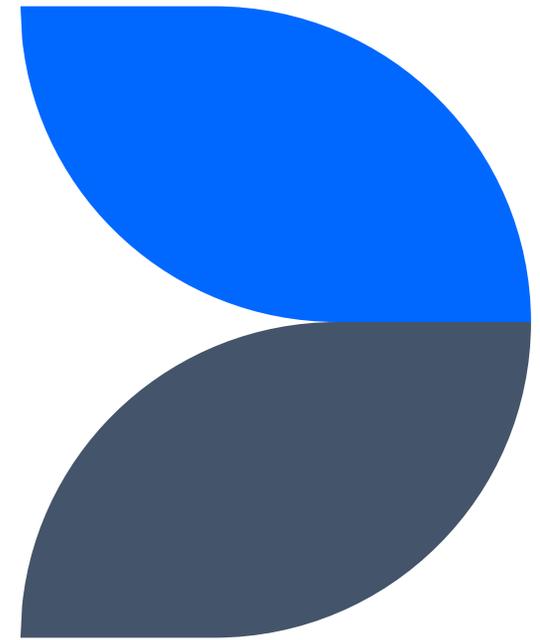
The screenshot shows the 'My CV' page in the CIDRZ e-Recruiter system. The page is titled 'View Curriculum Vitae (CV)' and displays a PDF of the user's CV. The CV content is as follows:

TITLE	1	GENDER	1
FIRST NAME	Evans	LAST NAME	Nkole
MIDDLE NAME		DATE OF BIRTH	02 Feb 2022
NRC NO	111111/22/4	PASSPORT NO	
MOBILE PHONE	260977123456	WORK PHONE	
TOWN		EMAIL	evans.nkole@cidrz.org
RESIDENTIAL ADDRESS		POSTAL ADDRESS	

Work Experience					
No.	Organisation	Position	From	To	Duties / Responsibilities
1	CIDRZ	SD	24 Feb 2022	17 Feb 2022	- Printing
2	DTF	Intern	08 Feb 2022	23 Feb 2022	- Website design
3	DTF	Intern	08 Feb 2022	23 Feb 2022	- Website design
4	ZANACO	Pos	01 Feb 2022		Duties
5	Access	Pos	02 Feb 2022	24 Feb 2022	Duties

Submitting job applications

You can apply for jobs before deadline date. Your profile must be 75% complete or more



Viewing available jobs

The screenshot displays the CIDRZ e-Recruiter dashboard. The top navigation bar includes the logo, the current date and time (Thu Feb 17 2022 6:21:53 PM), and the user's name (Evans Nkole). A sidebar on the left contains navigation links for My Dashboard, My Profile, Jobs (5), My Applications (0), Grade 12 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (91.00%), and Notifications (0). The main content area is titled 'Jobs' and shows a search bar with the text 'Enter text to search...' and a 'Search' button. Below the search bar is a table of available jobs.

Actions	TITLE	LOCATION	PROJECT	GRADE	STATUS	DEADLINE	PUBLISH DATE
Submit Application	Sales and Marketing Manager Ref No. SM/CL/15/02/22	VenYou Events Center - Lusaka District, Lusaka Province	P157 - VenYou - Events Center	C7	Application Not Submitted	25 Feb 2022 00:00	16 Feb 2022 00:00
Submit Application	CLINICAL OFFICER	Mwachisompola Health Centre - Chibombo District, Central Province	P078 - HVTN 111	C5	Application Not Submitted	18 Feb 2022 00:00	14 Feb 2022 00:00
Submit Application	LAY COUNSELOR	Head Office - Lusaka District, Lusaka Province	P333 - USAID TBLON	C1	Application Not Submitted	18 Feb 2022 00:00	14 Feb 2022 00:00
Submit Application	CLERK OF WORKS	Head Office - Lusaka District, Lusaka Province	P157 - VenYou - Events Center	C3	Application Not Submitted	18 Feb 2022 00:00	14 Feb 2022 00:00
Submit Application	RISK REDUCTION COORDINATOR	Head Office - Lusaka District, Lusaka Province	P364 - USAID ECAP III	C5	Application Not Submitted	18 Feb 2022 00:00	14 Feb 2022 00:00

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You can access all available jobs under **Jobs** in your dashboard. To apply for a job, Click on the job title to review the properties and requirements

Submitting job applications

The screenshot displays the CIDRZ e-Recruiter interface. The browser address bar shows the URL <https://jobs.cidrz.org/jobs/view/10006/clinical-officer>. The page header includes the logo 'CIDRZ e-Recruiter', the date and time 'Thu Feb 17 2022 6:22:30 PM', and the user name 'Evans Nkole'. A left-hand navigation menu lists various user profile sections with associated counts: My Dashboard, My Profile, Jobs (5), My Applications (0), Grade 12 & ID (2/2), Work Experience (5), Education (4), Memberships (2), Awards (1), Skills (5), Referees (3), My CV (91.00%), and Notifications (0). The main content area displays a job description for a Clinical Officer position, including a list of responsibilities and qualifications. A blue 'Submit Application' button is prominently displayed at the bottom of the job details. The footer contains copyright information for 2022 and contact details for the helpdesk.

Update Job - CLINICAL OFFICER x +

https://jobs.cidrz.org/jobs/view/10006/clinical-officer

CIDRZ e-Recruiter Thu Feb 17 2022 6:22:30 PM Evans Nkole

My Dashboard

My Profile

Jobs 5

My Applications 0

Grade 12 & ID 2/2

Work Experience 5

Education 4

Memberships 2

Awards 1

Skills 5

Referees 3

My CV 91.00%

Notifications 0

sensitive notification of results to the patients.

- Works with the PI in referrals of patients for further treatment.
- Collects quality and accurate data as per Good documentation Practice (GDP) guidelines.
- Conducts quality control and quality Assurance as per Clinical Quality Management Plan (CQMP).
- Ensures the safe and confidential management of patient medical care and study data is adhered to.

- Communicates with fellow staff members openly and honestly about project progress, issues, and/or problems that may arise.
- Update the study team regularly about challenges with study implementation and actively participate in problem solving.
- Participate actively in processes of training and skills transfer.

Qualifications

- Grade twelve certificate
- Diploma in Clinical Medicine
- Must have a Professional Practicing License
- Must be knowledgeable in the diagnosis and treatment of NCDs as well as general medical conditions common in Zambia.
- Must have knowledge on nutrition and healthy eating habits and be able to counsel patients on the same.
- Competence based training such as Human Subject Protection and Good Clinical Practices training is an added advantage

- One (1) year experience in clinical research or other research activities will be an added advantage
- Excellent written and spoken English skills
- Proficiency in Nyanja and Bemba

Suitably qualified members of staff are invited to apply; only shortlisted candidates will be contacted. Please send an application letter quoting the reference number listed above.

Submit Application

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Submitting job applications

The screenshot shows a web browser window with the URL <https://jobs.cidrz.org/jobs/apply/10006/clinical-officer>. The page title is "Update Job - CLINICAL OFFICER". The user is logged in as "Evans Nkole" on "Thu Feb 17 2022 6:25:16 PM".

The application form includes the following fields:

- First name:** Evans
- Middle name:** Middle Name
- Last name:** Nkole
- Gender:** Female
- Date of Birth:** 02 Feb 2022
- NRC:** 111111/22/4
- Passport:** Passport
- Cell No.:** 260977123456

A progress bar indicates the profile is 91% complete. Below the progress bar is a text area for the **Cover Letter (Approx 400 Words):**

Dear Madam/Sir,
I've been passionate about teaching since I began tutoring for pocket money in high school.
I have seven years of teaching experience, instructing children with a diverse range of abilities. I am also successful at boosting achievement, having increased average grades by 15% at my current school. I believe this makes me an ideal candidate for the role.
I look forward to speaking with you soon.
Sincerely,

The **Notice Period:** is set to 3 Weeks.

A blue **Submit Application** button is located at the bottom of the form.

Submitting job applications

The screenshot displays the CIDRZ e-Recruiter web application. The browser address bar shows the URL <https://jobs.cidrz.org/jobs/view/10006/clinical-officer>. The page header includes the text "CIDRZ e-Recruiter" and the user's name "Evans Nkole". A green notification banner at the top states: ":) Application submitted Your application for this job has been successfully submitted".

The main content area is titled "View Job" and "Human Resources - Jobs". It contains a confirmation message: "You submitted an application for this job". Below this, the application details are displayed in a table format:

Application Date: 17 Feb 2022 18:32	Username: evans.nkole@cidrz.org	Notice Period: 3 Weeks
---	---	----------------------------------

Below the table, there is a "Cover Letter" section with the following text:

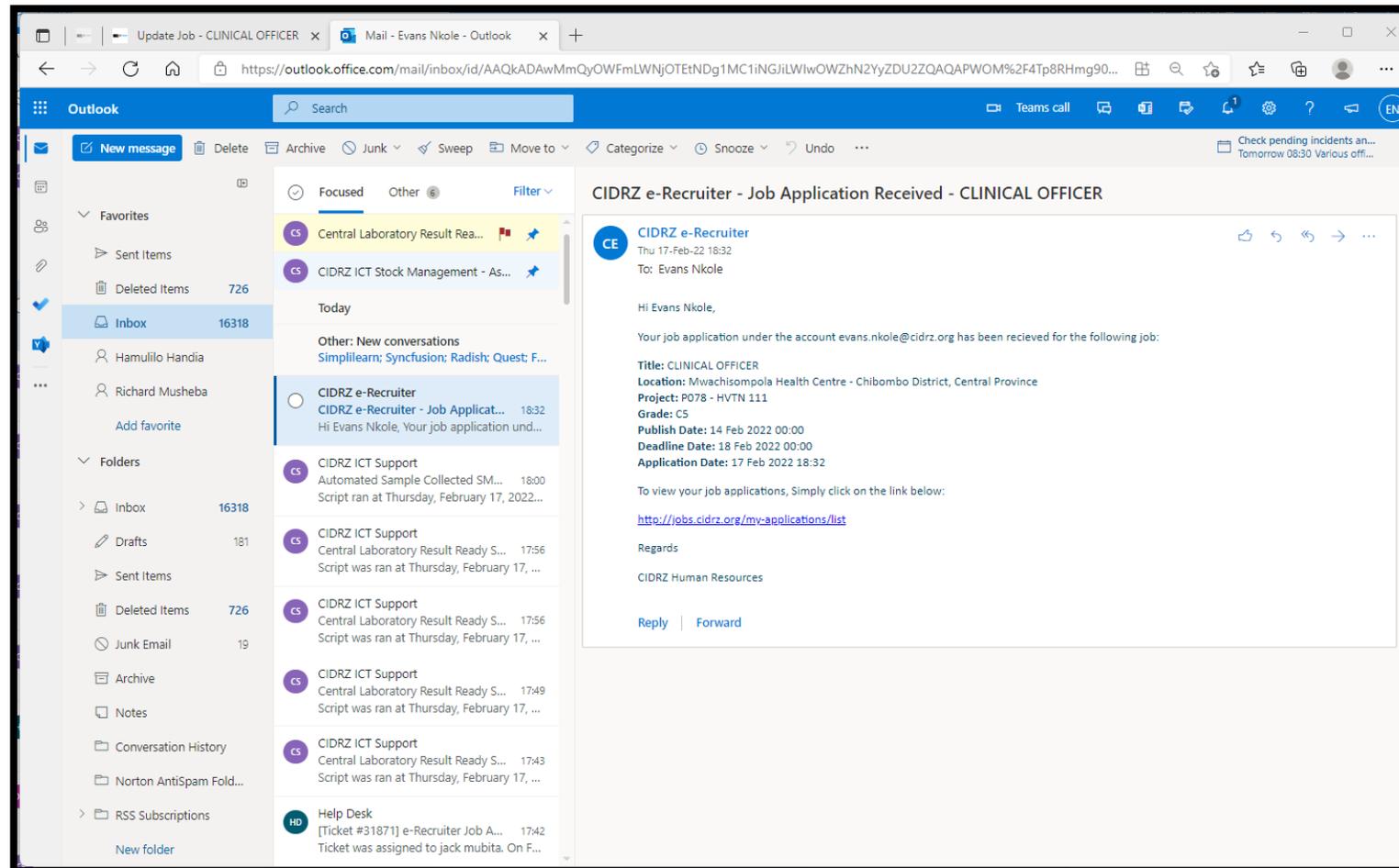
Cover Letter:
Dear Madam/Sir, I've been passionate about teaching since I began tutoring for pocket money in high school. I have seven years of teaching experience, instructing children with a diverse range of abilities. I am also successful at boosting achievement, having increased average grades by 15% at my current school. I believe this makes me an ideal candidate for the role. I look forward to speaking with you soon. Sincerely,

A "Withdraw Application" button is visible below the cover letter.

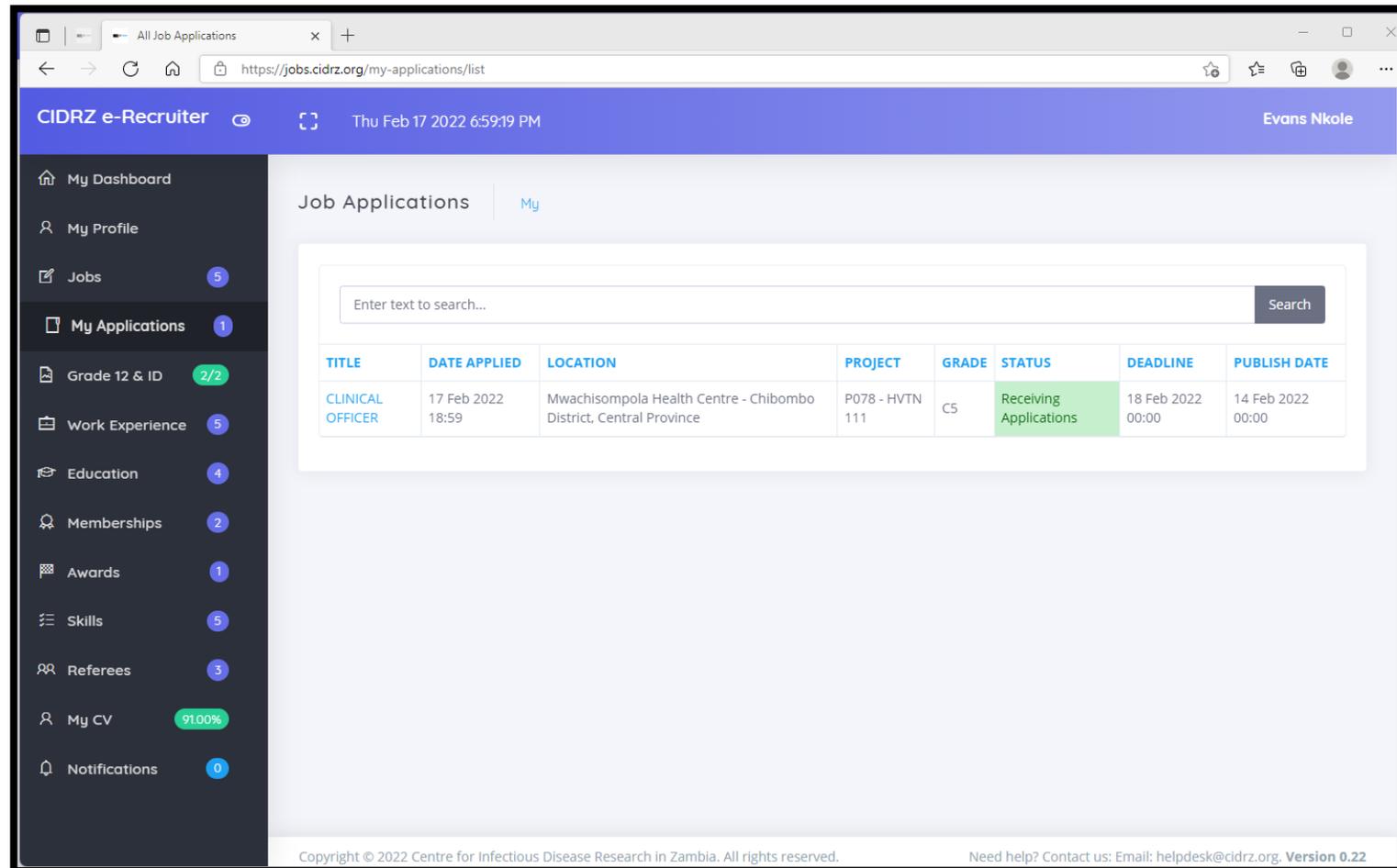
At the bottom, there is a "Properties" section with the following details:

Title: CLINICAL OFFICER	Grade: C5	Project: P078 - HVTN 111
Location:	Publish Date:	Deadline Date:

Submitting job applications



Submitting job applications



The screenshot displays the 'My Applications' section of the CIDRZ e-Recruiter dashboard. The page includes a search bar and a table of job applications. The table has the following data:

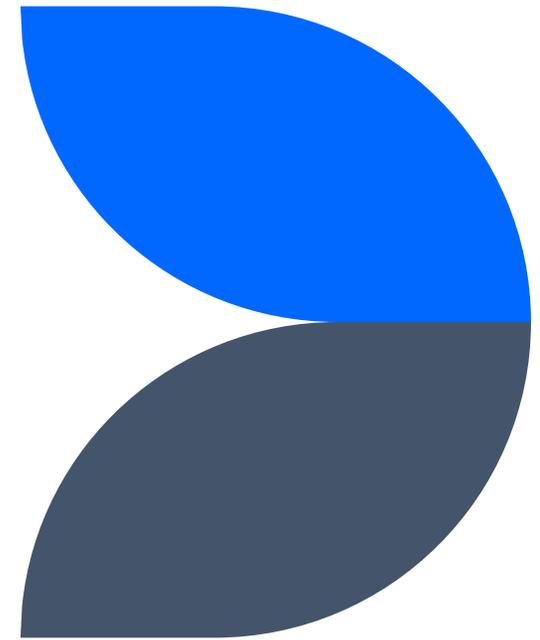
TITLE	DATE APPLIED	LOCATION	PROJECT	GRADE	STATUS	DEADLINE	PUBLISH DATE
CLINICAL OFFICER	17 Feb 2022 18:59	Mwachisompola Health Centre - Chibombo District, Central Province	P078 - HVTN 111	C5	Receiving Applications	18 Feb 2022 00:00	14 Feb 2022 00:00

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You can access all your job applications under **My Applications** in your dashboard. You will have access to a job application even when the job is past its deadline

Resetting your password

Forgot your password? You can reset your password on your own



Resetting your password

CIDRZ e-Recruiter

CIDRZ

Login

Username/Email:

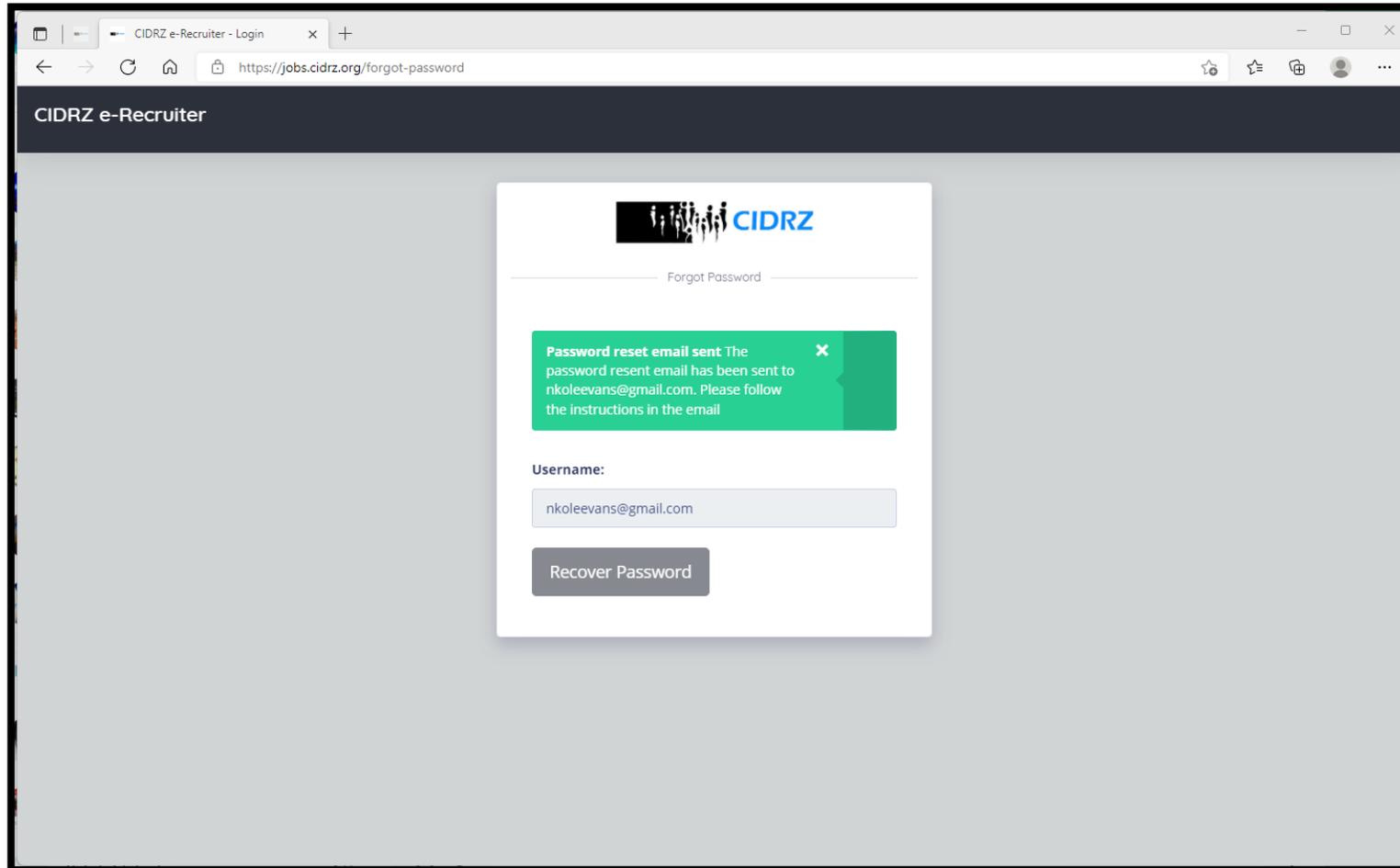
Password:

[Forgot Password?](#)

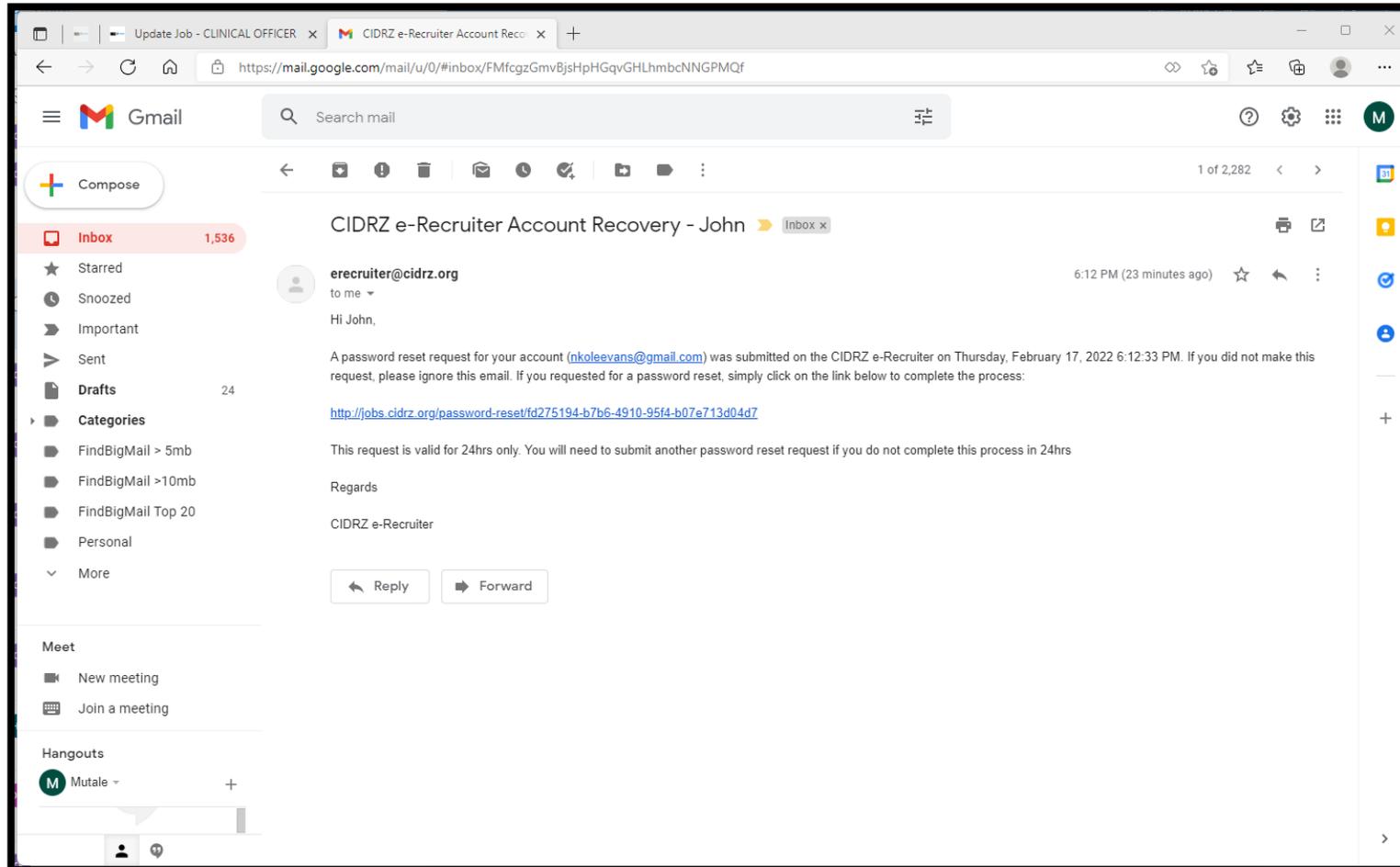
[Don't have an Account? Register](#)

Login

Resetting your password



Resetting your password



A password reset email is sent to your registered email address. The email contains a link that allows you to reset your password. This link is valid for 24hrs only

Summary

Please ensure you keep your work experience, educational background, skills and all information in your dashboard current. This will be used to assess your suitability for jobs you submit applications for. Human Resources department will contact if you get shortlisted for a position



Thank you!

Need Help? Contact us:

Email: helpdesk@cidrz.org

Website: www.cidrz.org