



S M S J o b A l e r t i n g S e r v i c e

via Cell Phone

Job Seekers'

Guide to using

mobiJOBS™

visit www.mobijobs.co.za

mobiJOBS™

Find Jobs Anywhere Anytime...

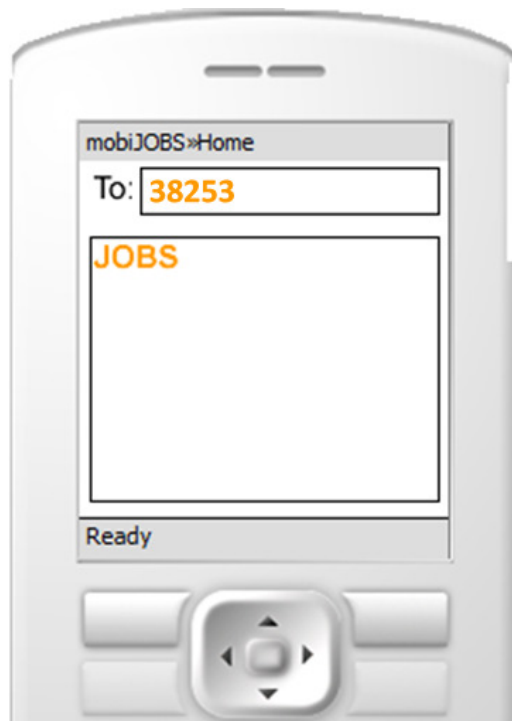
S M S J o b N o t i f y i n g S e r v i c e

YOU don't find Job vacancy information it finds YOU!

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1. REGISTERING AND ACCESSING THE SERVICE



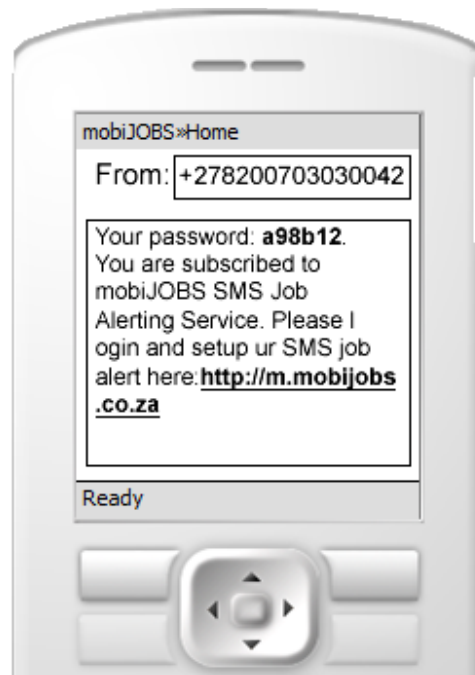
a. Job Seeker sends an SMS **Jobs** to **38253** it costs same price as a normal SMS, i.e. R 0.50cents.

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- b. Job Seeker receives an SMS with the Password automatically generated by the mobiJOBS service, after you logon for the first time, plus the URL pointing to our service for the Cell Phone.

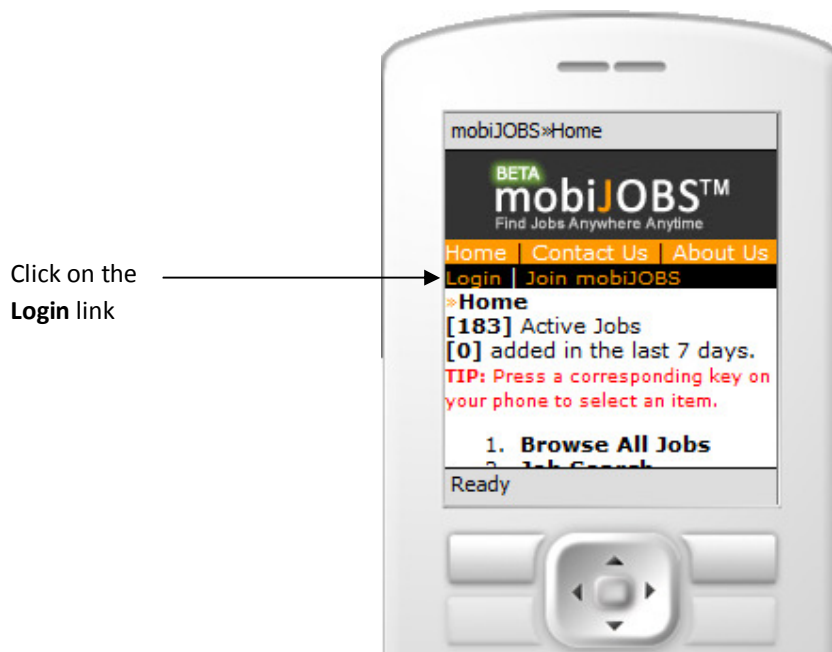


- c. Also included in that SMS is the mobile web address or URL, m.mobijobs.co.za, depending on the type of Cell Phone the Job Seeker does one of the following actions:
1. Click on the link within the SMS message
 2. Open their Cell Phone internet browser and enter m.mobijobs.co.za

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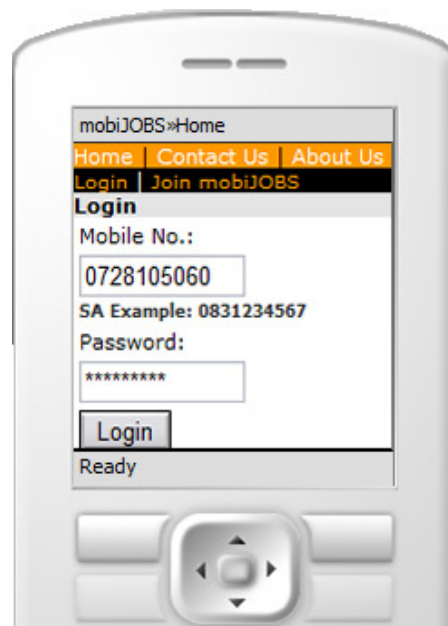
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- d. Once on the mobiJOBS mobile site, then the Job Seeker has to click the link named '**Login**' to go to the login form in order to login.

2. SETTING YOUR JOB SMS ALERT SERVICE

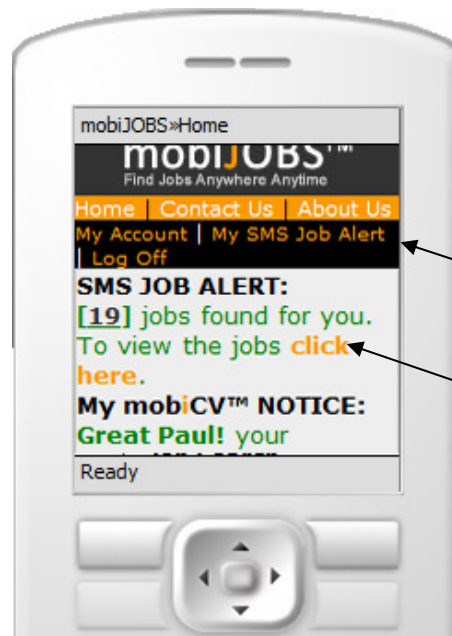


- a. On the **Login** page the Job Seeker then enters his/her Cell Phone number as the Job Seeker name and Password received after registering previously, and then presses the '**Login**' button.

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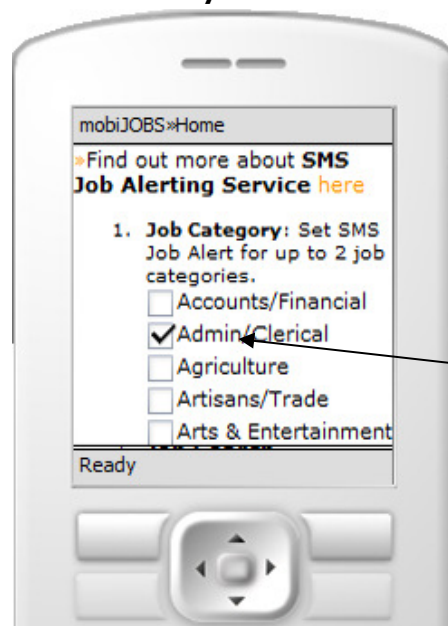
YOU don't find Job vacancy information it finds YOU!



Click on the **My SMS Job Alert** link to setup your SMS Job Alert.

Click on the **click here** link to view the jobs you like the service has found for you.

- b. Once logged on, the Job Seeker will then see SMS JOB ALERT that will provide the Job Seeker with the information pertaining to **how many jobs have been found for the Job Seeker if he/she has already setup his/her SMS JOB ALERT already, as shown above.** To view the jobs found for you the Job Seeker must click the **Click here** link. In the case that the Job Seeker hasn't yet created or setup their SMS Job Alert then the Job Seeker must click on **My SMS Job Alert** link as shown above.



Select the Job Category of interest for which you will be Alerted of Jobs. *You can choose to select one or more or none at all.*

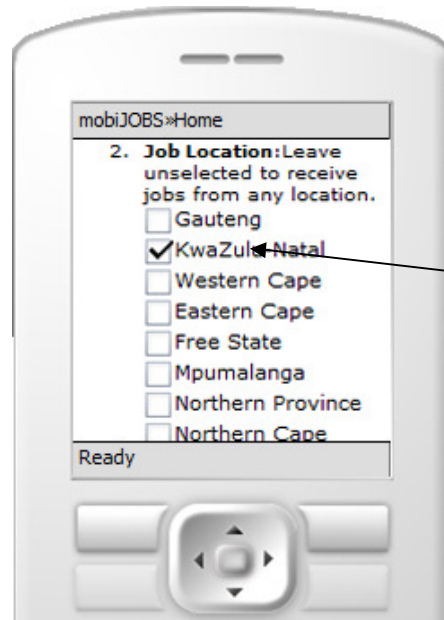
Figure A: Selecting the Job Category

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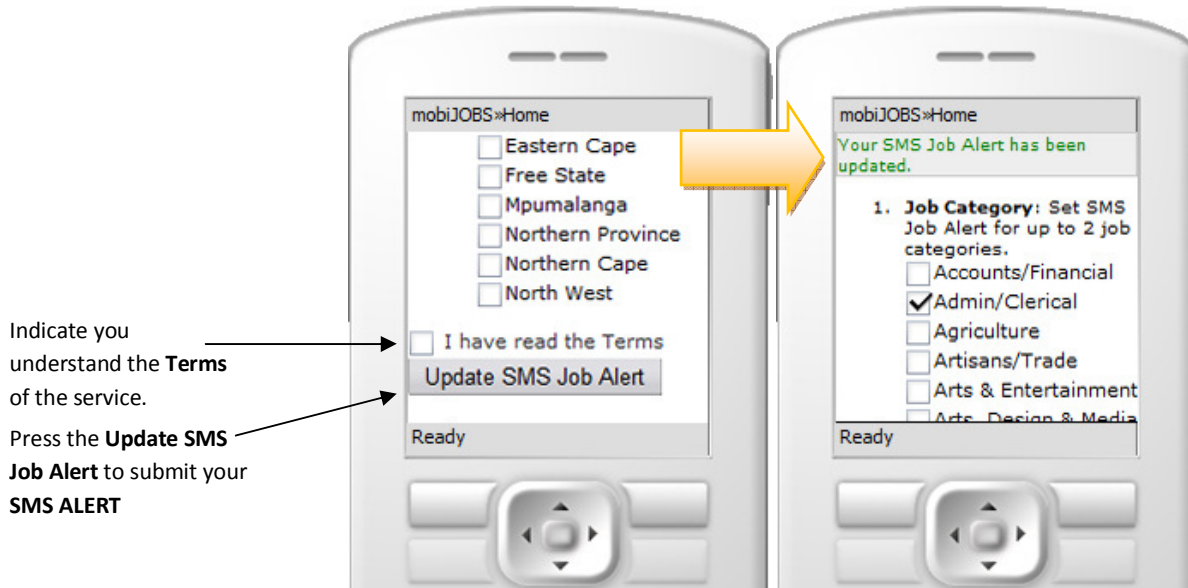
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Select the Province of interest for which you will be Alerted of Jobs. You can choose to select one or more or none at all.

Figure B: Selecting the Province

- c. Setting up your SMS Job Alert the Job Seeker needs to fill up the form as shown above, the Job Seeker selects the types of Job Categories of interest and the provinces the Job Seeker prefers to work in.



Indicate you understand the **Terms** of the service.
Press the **Update SMS Job Alert** to submit your **SMS ALERT**

- d. Once the Job Seeker has selected the criteria for his/her **SMS JOB ALERT**, the Job Seeker needs to indicate that they have read the Terms by selecting the **I have read the Terms** checkbox (small square) press the **SUBMIT** button as indicated above. If there are any errors correct them they will be in **red**; otherwise congratulations you have successfully setup your SMS Job Alert, the message will be in **green**.

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3. My mobiCVTM: APPLYING FOR A JOB WITH YOUR CELL PHONE

Many employers nowadays prefer Job Seekers sending them their Job Applications via electronic mail as it's cost-effective and efficient way for employers and Job Seekers alike, faxing is just too expensive for Job Seekers especially, however on the other hand many Job Seekers do not always have access to their PCs with internet but they've got their Cell Phones!

- First step is that the Job Seeker becomes a subscriber of our **SMS JOB ALERT SERVICE** as per the step **REGISTERING AND ACCESSING THE SERVICE** previously, thereafter the Job Seeker has to go to a Personal Computer with internet just once to upload it (the point here is that you a Job Seeker do not have to be by a PC and internet to send your CV via e-mail).
- Go to the PC site <http://www.mobijobs.co.za> and login.

First Name: Paul

Surname: Manjanja

Gender: Female Male

Cell Phone No.: 27728109000

E-mail: paul@mobijobs.co.za

My mobiCV

Select your CV for uploading: Browse...

Allowed file types: *.doc, *.docx, *.pdf and Max file size: 3.5MB

I have read the Terms & Conditions.

CANCEL CHANGES **UPDATE MY MOBICV**

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Fan Us! Tweet Us!

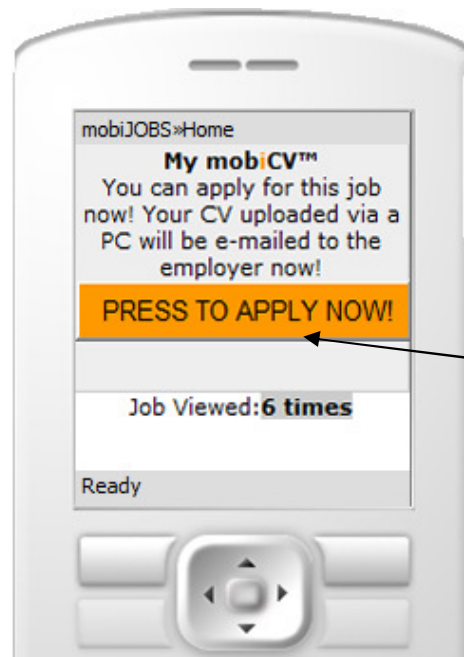
- Once you are logged on then click on the link named **My mobiCVTM Profile** then fill up the **My mobiCVTM Profile** form with your own details and select your CV in MS Word or PDF file formats for uploading, please note the maximum file size, click the checkbox – **I have read the Terms & Conditions** to indicate you understand the terms of our service, then hit the **UPDATE MY MOBICV** button to submit your **My mobiCVTM Profile** with your profile.

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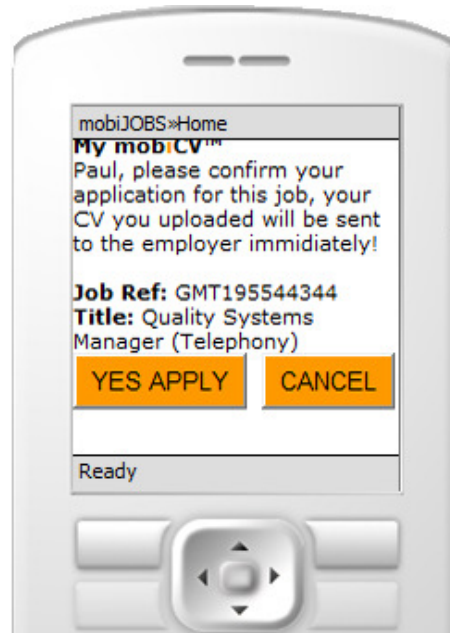
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Just before the bottom of a job AD, press the **PRESS TO APPLY NOW** button to indicate you wish to apply for this job vacancy.

- d. **Congratulations!** You have now successfully built your **My mobiCV™ Profile!** Now whenever you see a job with your Cell Phone you simply press the **APPLY FOR JOB NOW** button to APPLY.



- e. You are now at your job application sending confirmation screen and you will need to press the YES APPLY button to confirm, there you have it it's that really simple from now on to apply for many of our jobs using your Cell Phone. Our system will construct a nicely worded email message with your contact details and attach your CV and send it to a prospective employer on your behalf and you were even by a PC.

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» For more info.

To contact us use any of the following means most easy for you:

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SMS: [Help \[Your Question\] TO 38253](#) | E-mail: support@mobijobs.co.za

Cell Phone: m.mobijobs.co.za | PC: www.mobijobs.co.za