



INDIVIDUALS – HOW TO SEARCH FOR A JOB VACANCY

The following tutorial serves to guide you on how to search job vacancy that have been loaded via the IRMSA website www.irmsa.org.za

STEP 1

- To access this member benefit, you will be required to sign in with your IRMSA username and password.
- If you require log in details, please email a request to ntombim@irmsa.org.za

STEP 2

- Once you're signed in, navigate to the Manage Profile page

The screenshot shows the IRMSA member portal interface. At the top, there is a navigation menu with links: Home, About Us, Membership, Events, Professionalisation, Resources, Risk Foundation, and Technical Library. Below the menu, there is a 'Community Search' section with a search bar. A large blue arrow points to the 'Manage Profile' link in the main content area. To the right, there is a 'My Profile' sidebar with a list of options: Profile Home, Manage Profile, Create Resumé/CV, Groups, Networks, Files & Links, Favorites, Messages, Connections (NEW), Membership Info, and Refer a Friend. Below the 'Manage Profile' link, there is an 'Information & Settings' section with options: Edit Bio, Preferences, and Membership Card. At the bottom, there is a link for 'Invoicing, Payments & History'.

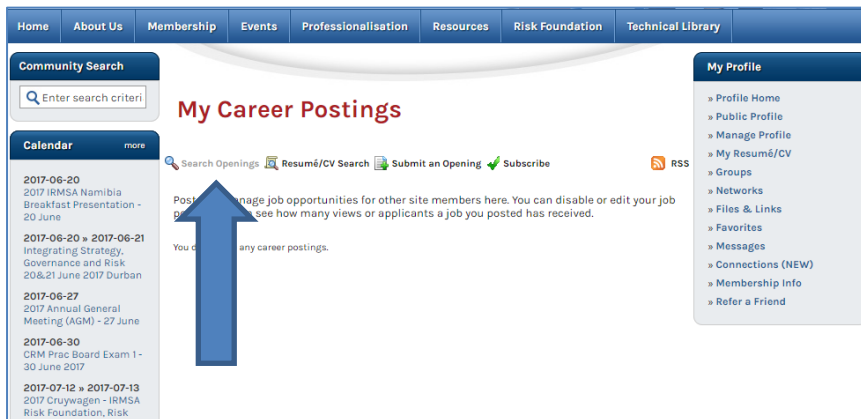
STEP 3

- Select the Career Posting option at the bottom of this page



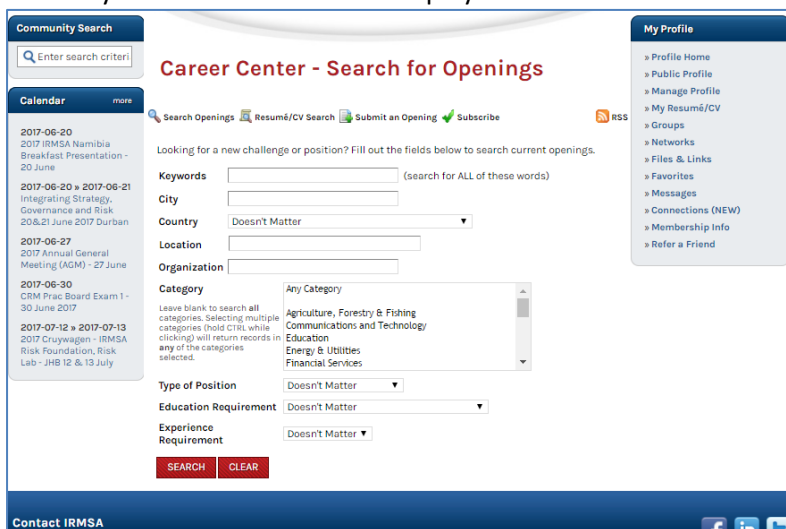
STEP 4

- Click on Search openings button.



STEP 5

- Complete the search option fields and click on the search button. Any positions that match your search will then be displayed



For more information or assistance, email careers@irmsa.org.za or call 011 555 1800