



CORPORATES – HOW TO LOAD A JOB ADVERTISEMENT

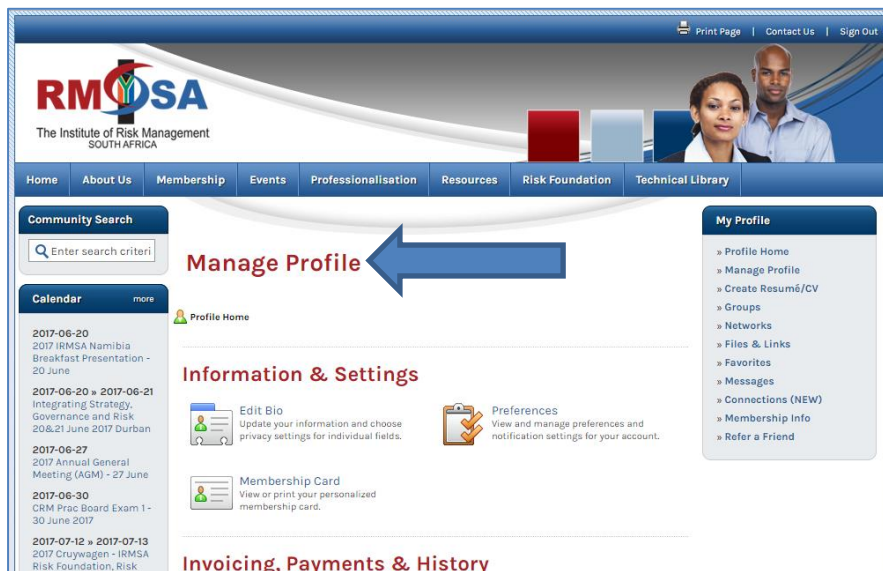
The following tutorial serves to guide you on how to load a job advertisement via the IRMSA website
www.irmsa.org.za

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
- Corporate Non Members will need to log onto the website and create a non member profile

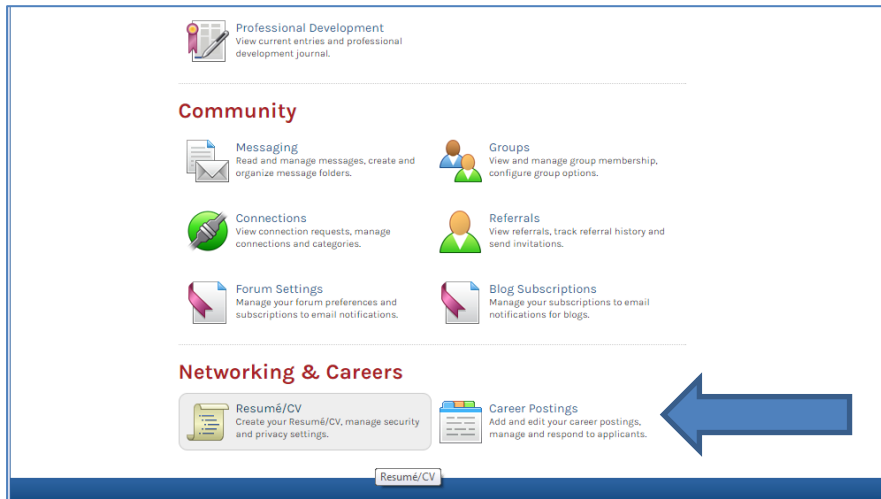
STEP 2

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



STEP 3

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



STEP 4

- Click on Submit an Opening button.

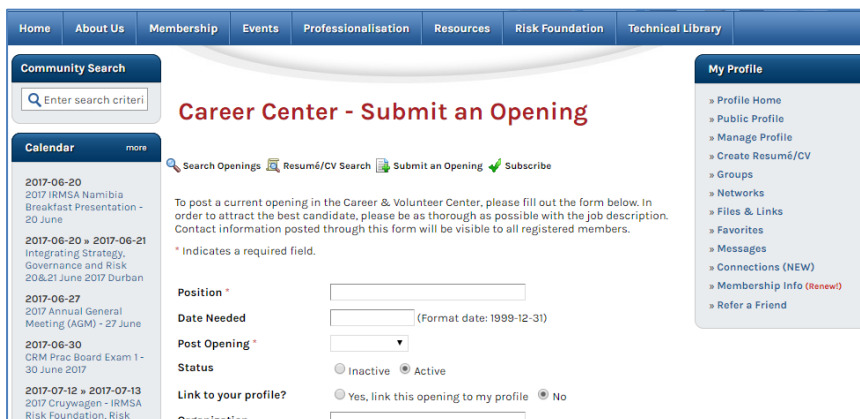
STEP 5

- Complete all fields and click on the submit button.



STEP 6

- An IRMSA representative will contact you to confirm that the job posting has been received and has been approved. This will also include an invoice for the job advertisement posting. Refer to the rates sheet for relevant rates.



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