



UPLOAD AND MAINTENANCE OF YOUR ONLINE CV/RESUME:

The following tutorial serves to guide you on how to upload and maintain your online CV/Resume on 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 website user interface. At the top left is the IRMSA logo and the text 'The Institute of Risk Management SOUTH AFRICA'. Below this is a navigation menu with links: Home, About Us, Membership, Events, Professionalisation, Resources, Risk Foundation, and Technical Library. On the right side of the navigation menu are links for 'Print Page', 'Contact Us', and 'Sign Out'. The main content area is divided into several sections:

- Community Search:** A search bar with the placeholder text 'Enter search criteri'.
- Calendar:** A list of events with dates and descriptions, including '2017-06-20 2017 IRMSA Namibia Breakfast Presentation - 20 June', '2017-06-20 » 2017-06-21 Integrating Strategy, Governance and Risk 20&21 June 2017 Durban', '2017-06-27 2017 Annual General Meeting (AGM) - 27 June', '2017-06-30 CRM Proc Board Exam 1 - 30 June 2017', and '2017-07-12 » 2017-07-13 2017 Cruywagen - IRMSA Risk Foundation, Risk'.
- Profile Home:** A section with a large blue arrow pointing to the 'Manage Profile' link.
- Information & Settings:** A section with three sub-sections: 'Edit Bio' (Update your information and choose privacy settings for individual fields), 'Preferences' (View and manage preferences and notification settings for your account), and 'Membership Card' (View or print your personalized membership card).
- Invoicing, Payments & History:** A section at the bottom of the main content area.
- My Profile:** A sidebar menu on the right with links: Profile Home, Manage Profile, Create Resume/CV, Groups, Networks, Files & Links, Favorites, Messages, Connections (NEW), Membership Info, and Refer a Friend.

STEP 3

- Select the Resume/CV option at the bottom of this page

Professional Development
View current entries and professional development journal.

Community

Messaging
Read and manage messages, create and organize message folders.

Groups
View and manage group membership, configure group options.

Connections
View connection requests, manage connections and categories.

Referrals
View referrals, track referral history and send invitations.

Forum Settings
Manage your forum preferences and subscriptions to email notifications.

Blog Subscriptions
Manage your subscriptions to email notifications for blogs.

Networking & Careers

Resumé/CV
Create your Resumé/CV, manage security and privacy settings.

Postings
Add and edit your career postings, manage and respond to applicants.

[Resumé/CV](#)

STEP 4

- Complete the fields provided using the following guidelines.
- When completing the Objective field, list items that may guide us in a key word search

Community Search

Enter search criteria

Calendar more

2017-06-20
2017 IRMSA Namibia Breakfast Presentation - 20 June

2017-06-20 » 2017-06-21
Integrating Strategy, Governance and Risk 20&21 June 2017 Durban

2017-06-27
2017 Annual General Meeting (AGM) - 27 June

2017-06-30
CRM Prac Board Exam 1 - 30 June 2017

2017-07-12 » 2017-07-13
2017 Cruywagen - IRMSA Risk Foundation, Risk Lab - JHB 12 & 13 July

My Resumé/CV

* Indicates a required field. **Note:** HTML markup is not allowed and will be removed upon submittal.

Name (Optional)

Headline * (Max. 100 characters.)

Shown on the search results page, your headline should briefly state your skills and/or desired position. Examples: "Experienced Marketing Manager" or "Sr. Multimedia Project Leader".

Objective (of 1000 characters remaining)

Describe your strengths along with position types and organizations for which you would like to work. You may also include keywords that describe your ideal career. Example: To obtain a management level position that utilizes my problems solving skills and creativity in the technology field.

Experience

Please list relevant work experience. For example, "Position, XYZ Company, 2003-2005. I accomplished project 1, project 2, and project 3, allowing XYZ company to achieve a major milestone."

My Profile

- » Profile Home
- » Manage Profile
- » Create Resumé/CV
- » Groups
- » Networks
- » Files & Links
- » Favorites
- » Messages
- » Connections (NEW)
- » Membership Info
- » Refer a Friend

STEP 5

- Enter a summary of your experience in the Experience block using the format provided

Experience

Please list relevant work experience. For example, "Position, XYZ Company, 2003-2005. I accomplished project 1, project 2, and project 3, allowing XYZ company to achieve a major milestone."

Education and Skills

Please list your educational history and acquired skills. For example, "B.A. Political Science, John Smith University" for education, and "Proficient in Microsoft Word, Excel, PowerPoint" for your skills. You may also include any certifications, awards or other relevant training and experience.

STEP 6

- Then enter a summary of your education and relevant skills

Education and Skills
Please list your educational history and acquired skills. For example, "B.A., Political Science, John Smith University" for education, and "Proficient in Microsoft Word, Excel, PowerPoint" for your skills. You may also include any certifications, awards or other relevant training and experience.

Willing to relocate? Yes No
Related Website (include "http://")
You may link to another website which contains information relevant to your Resumé/CV.
CONTACT INFORMATION
Contact Address Do not include a contact address ▼
Contact Phone ... you must first select an address

STEP 7

- Contact Information: You have the option to enter your contact information or leave it blank.

CONTACT INFORMATION
Contact Address Do not include a contact address ▼
Contact Phone ... you must first select an address
You may provide other methods of contact, preferred method of contact, etc., in the area below.
Additional Information (of 1000 characters remaining)

STEP 8

- Complete the Classification section.
- The Primary Category and additional categories selections will assist with a search if a particular skills set has been requested by recruiters.
- The Desired Position Type assists us if a recruiter has specified their desire for a particular gender or race, therefore please complete this option

CLASSIFICATION
Primary Category Please select...
Additional Categories Agriculture, Forestry & Fishing
Communications and Technology
Education
Energy & Utilities
Financial Services
Hold CTRL (or command on a MAC) while clicking to select multiple categories.
Desired Position Type Any
Level of Education Any
Relevant Experience Any

STEP 9

- Ensure to complete all privacy options comprehensively.
- You may select **no** for the Privacy options marked with an **asterix ***, making your CV only searchable to you and site administrators.

PRIVACY OPTIONS

Link your Resumé/CV to your personal page? Yes No*

Include your Resumé/CV in search results? Yes No*

Display your e-mail address? Yes No

Can potential employers contact you? Yes No

* Selecting "No" for both options will make your Resumé/CV visible only to you and site administrators.

STEP 10

- Now upload your full CV as an attachment and then select the Submit my Resume/CV link.
- Browse for your document and select upload

I want to attach a document after submitting my Resumé/CV

SUBMIT MY RESUMÉ/CV CANCEL

Contact IRMSA
Tel: 011 555 1800 | Fax: 086 647 6191 | Email: admin@irmsa.org.za 1st Floor, Block A, Grayston Ridge Office Park, 144 Katherine Street.

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STEP 11

- Once you have completed the fields, uploaded your CV and finalised your submission, you may edit your CV or the attachment at anytime by selecting the Edit My Resume/CV link at in the title bar

Print Page | Contact Us | Sign Out

IRMSA
The Institute of Risk Management
SOUTH AFRICA

Home | About Us | Membership | Events | Professionalisation | Resources | Risk Foundation | Technical Library

Community Search
Enter search criteria

Calendar
2017-06-20

My Profile
» Profile Home
» Public Profile
» Manage Profile
» My Resumé/CV
» Groups
» Networks

Edit My Resumé/CV Manage Attachment Profile

Your CV is now searchable. By uploading your CV onto your online profile, you agree to the terms and conditions of this member benefit. Please ensure that you have read and understood the process and terms of use for this benefit available on the IRMSA website. For more information or assistance, email careers@irmsa.org.za or call 011 555 1800