



COMPETITION AUTHORITY OF KENYA'S E-RECRUITMENT PORTAL USER MANUAL

INSTRUCTIONS

1. **The Authority's online job application process commences with viewing the advertised vacancies on the E-recruitment Portal landing page - <https://recruitment.cak.go.ke:2044/>. Thereafter, the applicant is required to create an account using the steps highlighted below:**
 - 1.1 To sign up, click on register and enter the details as directed by the platform, including your Name, National ID/Passport number, E-mail & Physical Address. Job applicants are advised to choose the most convenient and accessible E-mail address for their account.
 - 1.2 To log in for the first time, use the activation link shared via E-mail after registration and set your initial password.

2. **Applying for a Job**
 - 2.1 To view available job vacancies within the Authority, click on the "**Job Vacancies**" tab on the Main Menu.
 - 2.2 Upon identification of a relevant job, click on the viewing job description link to view the position's detailed job description.
 - 2.3 Submit your application by clicking "**Apply.**"
 - 2.4 Details regarding the application will then appear under "**My Applications.**"
 - 2.5 Upon submission of the application, the Portal will auto-generate an application reference number confirming receipt of your application by the Authority.
 - 2.6 The Portal enables job applicants to track the status of their applications by clicking on "**My Job Applications**" tab on the Main Menu.

- 2.7 For further instructions or information, refer to **Annexure 1** with a pictorial systematic guide on how to apply for a job via the Portal.

3. Useful tips to Applicants

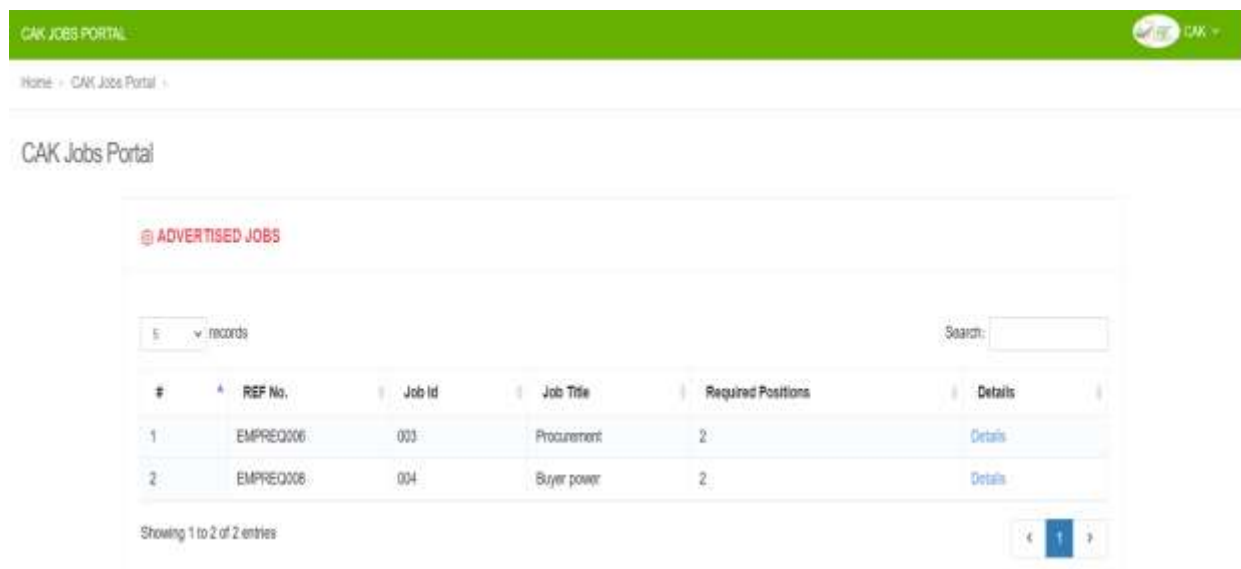
- 3.1 Ensure that you have stable Internet before commencing the application process.
- 3.2 Ensure that you attach all relevant certificates and testimonials for the job that you wish to apply for.
- 3.3 Do not disclose your Portal credentials (username and password) to other parties.

ANNEX I

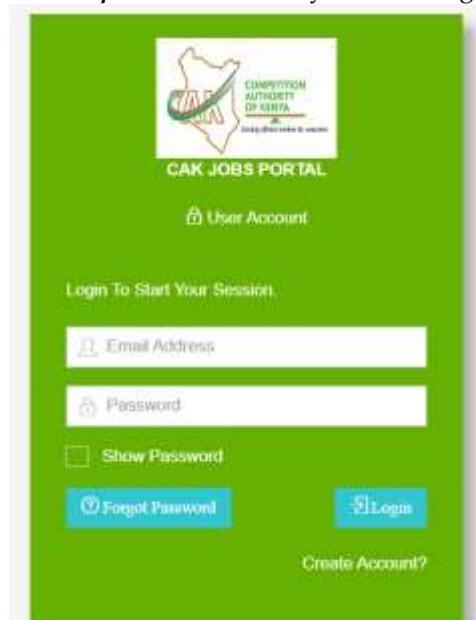
HOW TO APPLY FOR A JOB ON THE AUTHORITY'S E-RECRUITMENT PORTAL

E-Portal Address: <https://recruitment.cak.go.ke:2044/>

1. The Authority's E-recruitment Portal landing page



2. On the login page, there is an option of *creating an account* for first time applicants. There is option to *reset password* in case you have forgotten it.



3. On the account creation page, once filled and submitted, an activation link will be shared via the E-mail provided where the applicant will set the password and proceed to log-in to the Portal.

CREATE ACCOUNT

Initials *
Mr. ▼

First Name *
First Name

Middle Name
Middle Name

Last Name *
Last Name

ID Number/Passport Number *
ID Number

Phone Number *
Phone Number

Gender *
Male ▼

Marital Status *
Single ▼

Postal Code
Postal Code

Postal Address *
Postal Address

Date of Birth *
Date of Birth

Applicant Type *
External ▼

Email Address *
Email Address

Disability *
No ▼

Disability Status
Disability Status

Physical Address *
Physical Address

Nationality *
Kenya ▼

County *
▼

Ethnicity *
Arab ▼

Create Account

4. After a successful login, under *help* tab, the Portal displays guidance on navigating the platform.

CAK ONLINE JOBS BOARD

My Profile

My Applications

Complete Applications

Job Vacancies

Help

Logout

CAK JOBS HELP

How To Apply

Navigate the system as guided by the links on the left side bar

Click on [Job Vacancies](#) link

Here you will see a list of all available vacancies that are open for application.

Click on the "**Apply**" link against the job you wish to apply for.

Once you have applied, the job will appear on [My Applications](#) page.

Once you have completed, the job will appear on [Complete Applications](#) page.

You can monitor the status of your job application from [Complete Applications](#) page.

An email will be sent to your inbox on the status of your application.

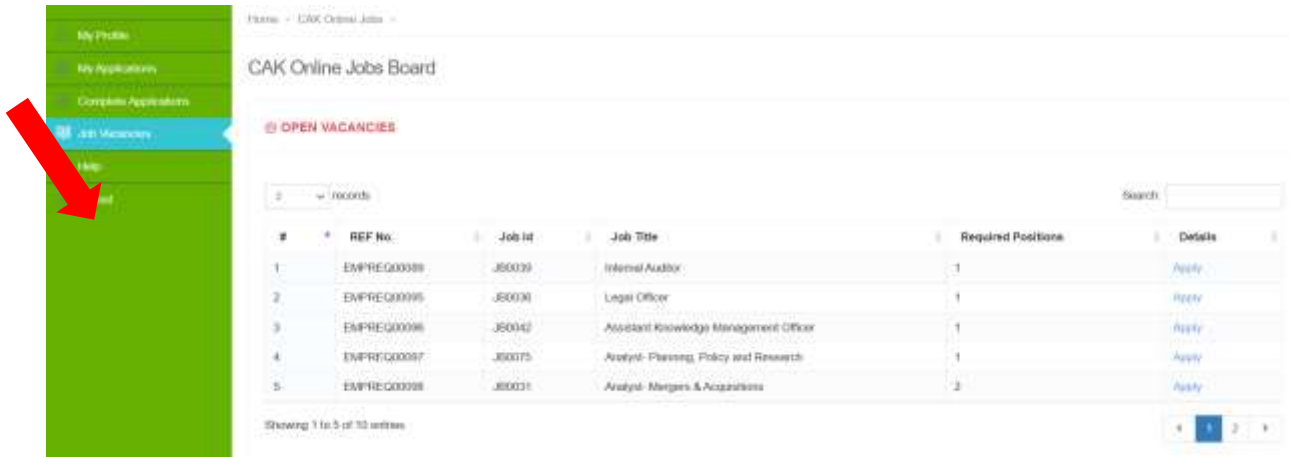
For Applicants

It is a serious offence to wilfully give wrong information.

All sections of this form must be completed by the applicants

5. How to apply for a job vacancy:

- i. Click on **job vacancies**; available jobs will be displayed
- ii. Once a job of your choice has been identified click on the **apply** link
- iii. Follow through the application steps as guided by the system, once complete, review and submit.



6. Once submitted, the application will be marked as complete, with the status labelled as **submitted**. The applicant will receive a confirmation email with the individual application reference number.



***END**