

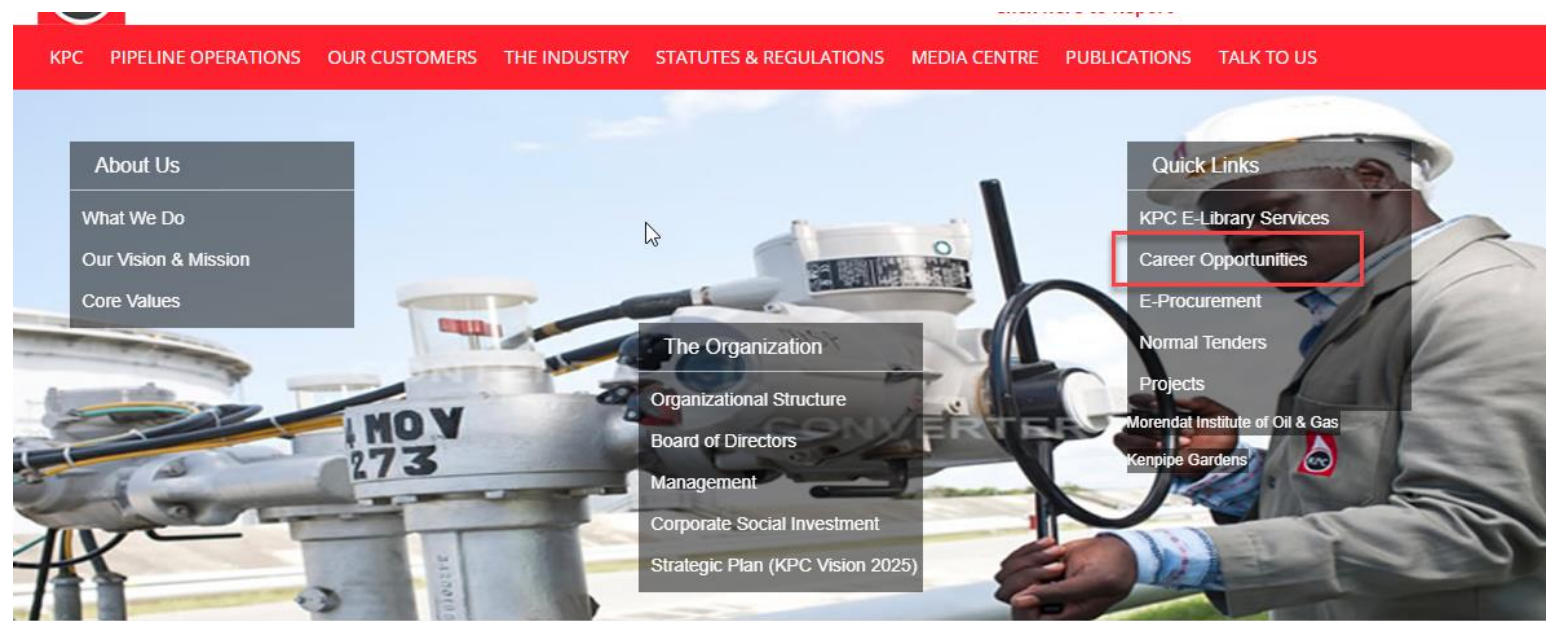
# E – RECRUITMENT USER MANUAL



Kenya Pipeline Company Limited

ISO 9001:2000

- Preferred Browser- Google chrome and Mozilla Firefox.
- Visit KPC website [www.kpc.co.ke](http://www.kpc.co.ke)
- Click **Career Opportunity**



- On Career opportunity page, click **Apply Now**

**Apply Now**

- Click on **Accept** to continue.



E-Recruitment Portal

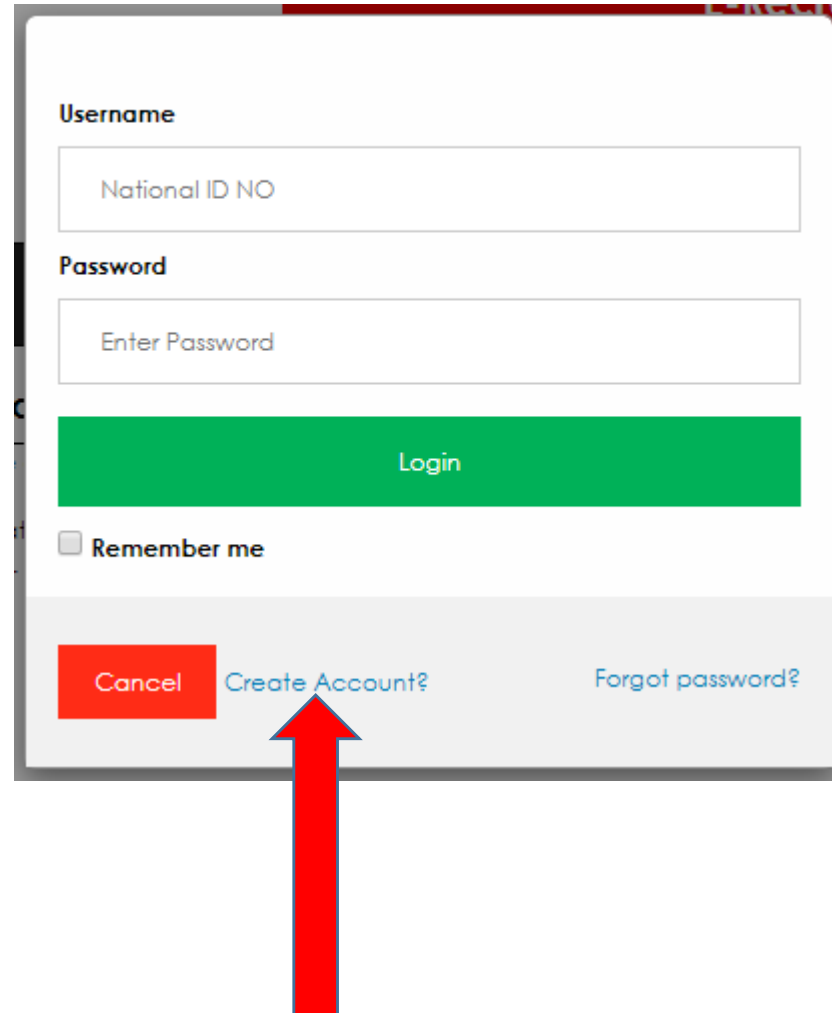
KPC Website

#### KPC Recruitment Terms and Conditions

1. For you to apply for any job, you have to create an account upon which you may proceed to login into the system.
2. Please provide accurate information.
3. In accurate information shall lead to disqualification.
4. Please note the deadline shall not be extended.
5. All uploads must be in PDF format.

Accept

- If you are accessing the portal for the first time click on **Create Account** to register.



The image shows a login and registration form. It includes a 'Username' field with the placeholder 'National ID NO', a 'Password' field with the placeholder 'Enter Password', a green 'Login' button, and a 'Remember me' checkbox. At the bottom, there are three links: 'Cancel' (in a red box), 'Create Account?' (in blue text), and 'Forgot password?' (in blue text). A large red arrow points upwards from the bottom center towards the 'Create Account?' link.

- Enter your details in the required fields and click **Create**.
- Click **Accept** to continue
- A Login page will appear.

User Name*	<input type="text" value="NATIONAL ID NO"/>	Password*	<input type="password"/>	Confirm Password*	<input type="password"/>
Personal Details					
First Name *	<input type="text"/>	Middle Name	<input type="text"/>		
Last Name *	<input type="text"/>				
Physical Challenge status*	<input type="text" value="No"/>	Date of Birth *	<input type="text"/>		
Gender*	<input type="text" value="&lt;None&gt;"/>	Marital Status*	<input type="text" value="&lt;None&gt;"/>		
County of Origin*	<input type="text" value="&lt;None&gt;"/>	Ethnicity*	<input type="text" value="&lt;None&gt;"/>		
Security Questions					
Security question 1 *	<input type="text" value="Select one..."/>	Answer 1*	<input type="text"/>		
Security question 2 *	<input type="text" value="Select one..."/>	Answer 2*	<input type="text"/>		
Security question 3 *	<input type="text" value="Select one..."/>	Answer 3*	<input type="text"/>		
Contacts					
Phone Number*	<input type="text" value="07xxxxxxxx"/>	Email Address*	<input type="text"/>		
<input type="button" value="Back"/>			<input type="button" value="Create"/>		

- Input your ID Number as Username and password to log in.
- Click on Forgot Password to reset/change your password in case you have forgotten

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Username

Password

Login

Remember me

[Cancel](#) [Create Account?](#) [Forgot password?](#)

- On successful logon, a list of advertised jobs will appear.
- Click **View** link to access the respective jobs descriptions.
- To apply for the position you need to create your Profile by clicking **My Profile** link.

[Main Website](#)
[Available Jobs](#)
[Jobs Applied](#)
[My Profile](#)

If you have not updated your profile recently please do so before applying for any jobs available. Click [My Profile to Update](#)

Show  Search:

entries

Details	Profile	Id	Position	Job Ref. No	Job Group	Expiry Date	
<a href="#">View</a>	<a href="#">My Profile</a>	1	EXECUTIVE TECHNICAL ASSISTANT TO THE MD	KPC/ADVT/17/2017	4	2019-11-18	<a href="#">Apply</a>
<a href="#">View</a>	<a href="#">My Profile</a>	2	Senior ICT Officer (Applications Developer)	KPC/ADVT/08/2017	4	2019-11-18	<a href="#">Apply</a>
<a href="#">View</a>	<a href="#">My Profile</a>	3	ICT Officer I (Systems Administrator)	KPC/ADVT/09/2017	5	2019-11-18	<a href="#">Apply</a>

Showing 1 to 3 of 3 entries

[Previous](#)
[1](#)
[Next](#)



- Fill all the applicable details
- All uploads should be in pdf
- Save your details before clicking on the **next** button.
- You can add as many qualification as possible by filling the details and clicking **Save** button

🏠 Home
➤ Academics Qualifications
➤ Professional Qualifications
➤ Professional Membership
➤ Positions Held
➤ Work Experience
⏪ Uploads

Academics Qualifications

Please complete the form below. Providing inaccurate information shall lead to disqualification.

Please Make sure you save before the next step.

If you don't remember the date you attained the qualification, Please select the first date of the month you attained.

Academics Qualification*	<input type="text" value="&lt;None&gt;"/>	Qualification Title*	<input type="text"/>
Grade*	<input type="text"/>	Date of Attained*	<input type="text"/>
Upload Certificate *	<input type="button" value="Choose File"/> No file chosen		<input type="button" value="Save"/>

Qualification	Qualification Title	Grade	Date Acquired	Delete

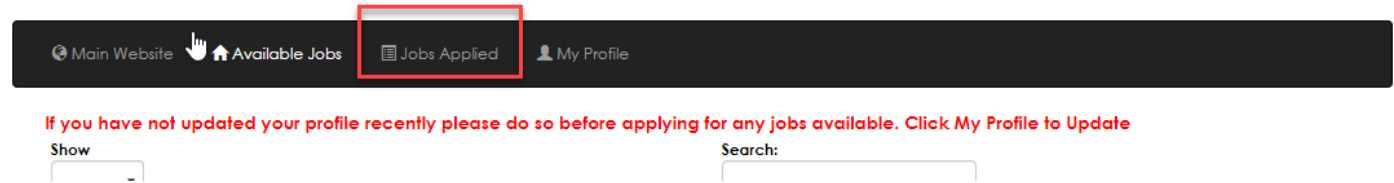
- To submit your application, Click the respective **Apply** button.
- A window will appear asking you to confirm that you are ready to submit.

	End date
8	20 Jul 2018
018	28 Aug 2018


Apply

*NB:  
YOU CAN STILL EDIT YOUR APPLICATION  
BEFORE THE DEADLINE DATE OF SUBMISSION  
BY EDITING YOUR PROFILE*

- You can view the positions you have applied by clicking **Jobs Applied** link.





Thank You



Kenya Pipeline Company Limited

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