

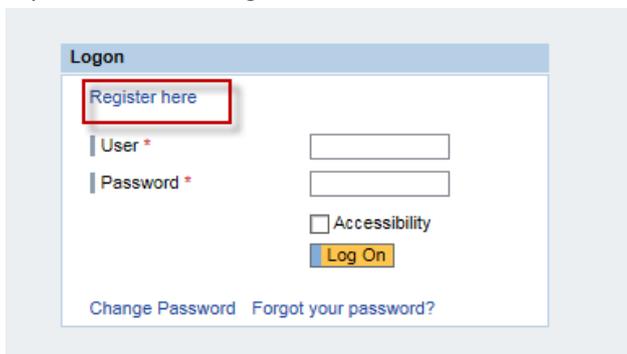


USER MANUAL

Industrial attachment application

Kindly follow the instructions below to complete your application

1. Go to the KETRACO website <https://www.ketraco.co.ke/>
2. Go to News -> Careers
3. On the current job openings section click on the internship opportunities link https://careers.ketraco.co.ke:8088/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand
4. If you have never registered on the KETRACO website, click "Register here"



Logon

[Register here](#)

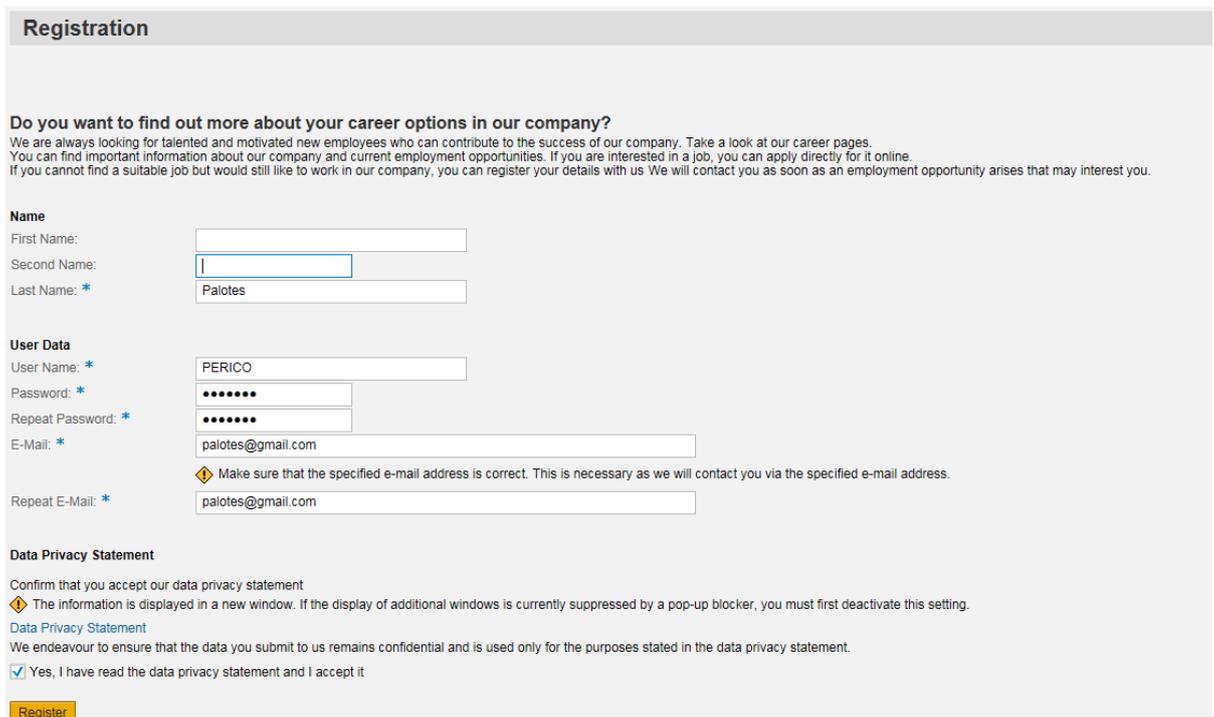
User *

Password *

Accessibility

[Change Password](#) [Forgot your password?](#)

5. Set username and password. Accept data privacy statement. Ensure that you enter your correct email address. Click "Register"



Registration

Do you want to find out more about your career options in our company?
We are always looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our career pages. You can find important information about our company and current employment opportunities. If you are interested in a job, you can apply directly for it online. If you cannot find a suitable job but would still like to work in our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you.

Name

First Name:

Second Name:

Last Name: *

User Data

User Name: *

Password: *

Repeat Password: *

E-Mail: *

 Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Repeat E-Mail: *

Data Privacy Statement

Confirm that you accept our data privacy statement

 The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

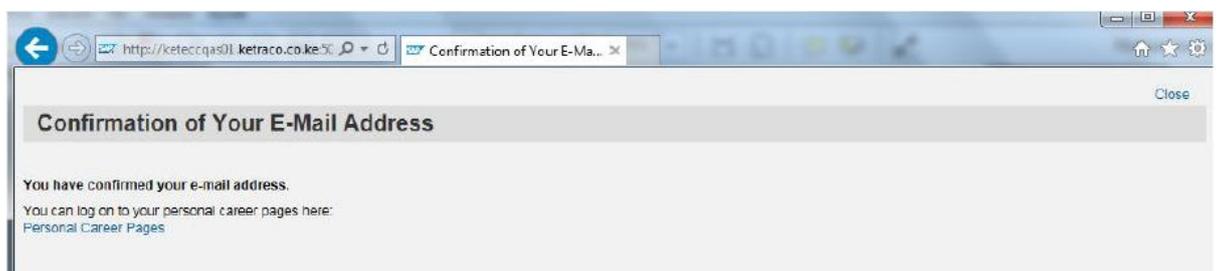
[Data Privacy Statement](#)

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

Yes, I have read the data privacy statement and I accept it

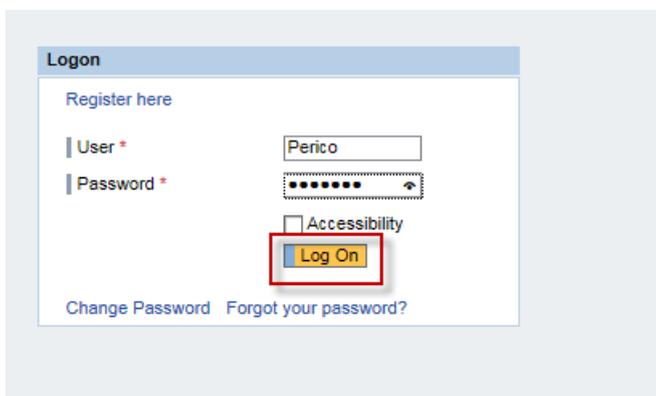


6. You will receive a confirmation email in the email address used for registration. Click on the link in the email to confirm registration

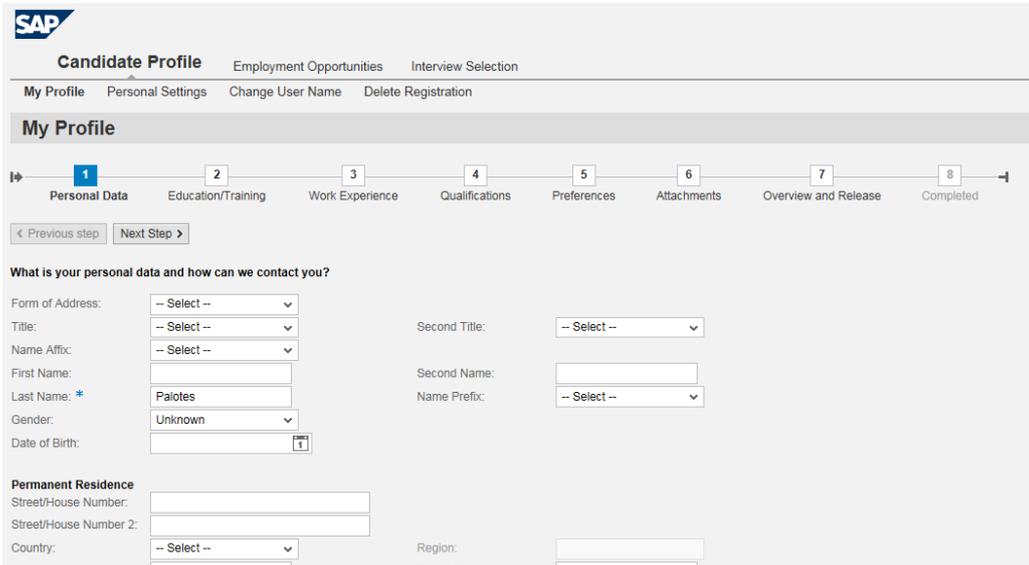


You are now registered.

7. Click on "Personal Career Pages". Logon with the user and password you wrote when registering.

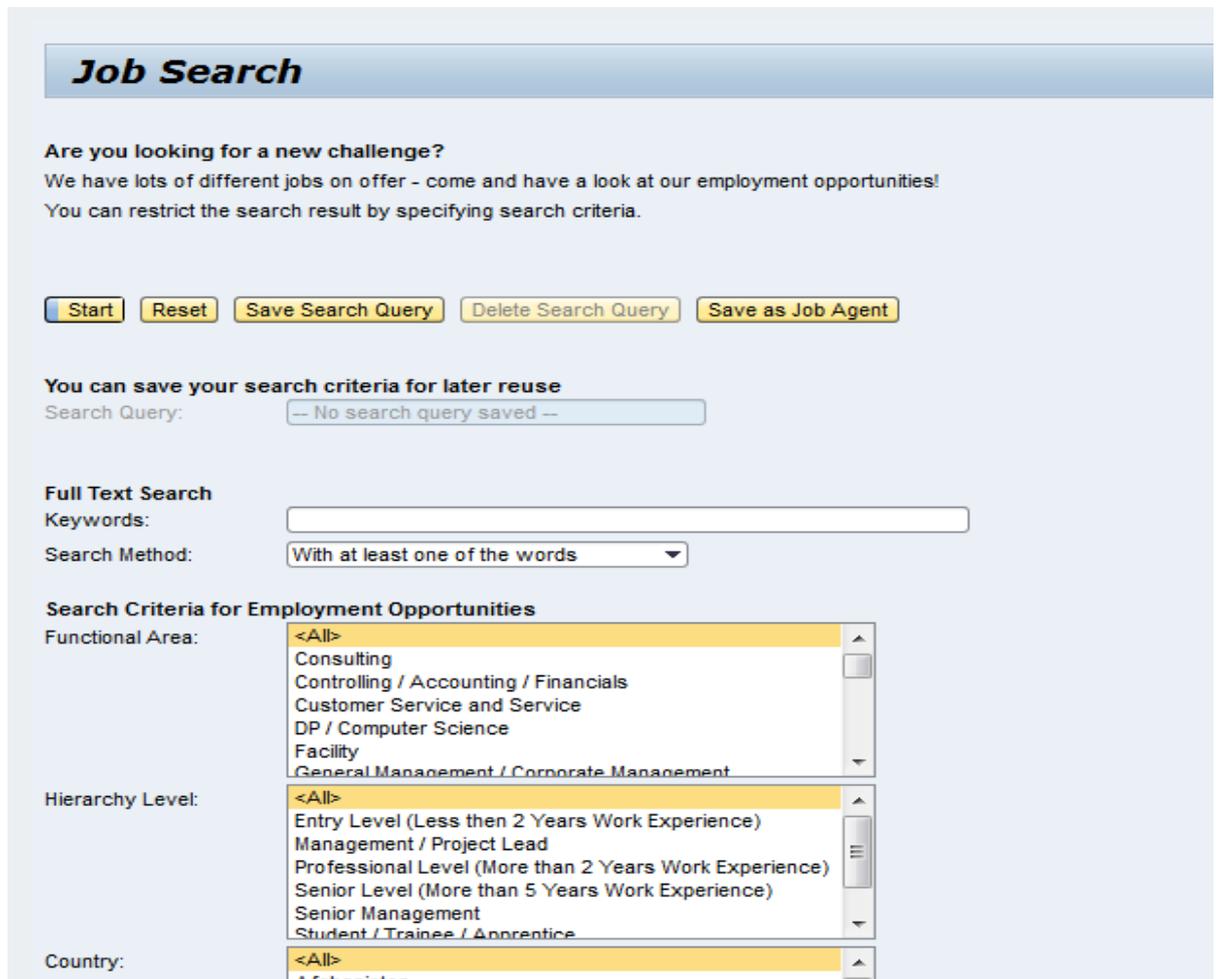


8. You now have access to your Candidate Profile

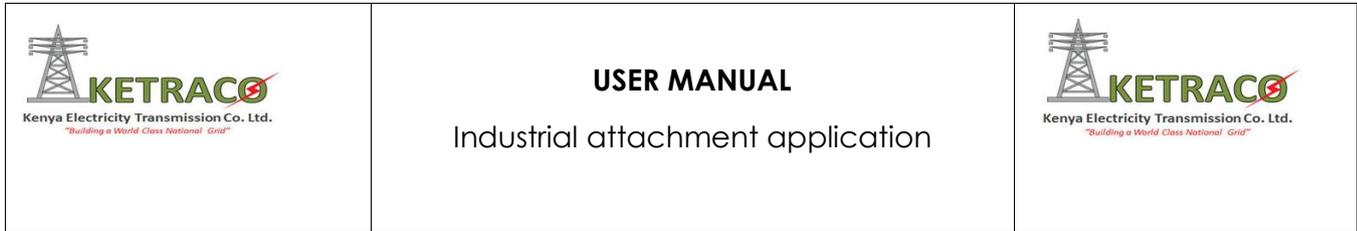


The screenshot shows the SAP Candidate Profile page. At the top, there are navigation tabs: "Candidate Profile", "Employment Opportunities", and "Interview Selection". Below these are sub-tabs: "My Profile", "Personal Settings", "Change User Name", and "Delete Registration". The "My Profile" section is active, showing a progress bar with 8 steps: 1. Personal Data, 2. Education/Training, 3. Work Experience, 4. Qualifications, 5. Preferences, 6. Attachments, 7. Overview and Release, and 8. Completed. Step 1 is highlighted. Below the progress bar, there are "Previous step" and "Next Step" buttons. The main form area is titled "What is your personal data and how can we contact you?". It contains several input fields and dropdown menus: "Form of Address" (dropdown), "Title" (dropdown), "Second Title" (dropdown), "Name Affix" (dropdown), "First Name" (text), "Second Name" (text), "Last Name" (text, marked with an asterisk), "Name Prefix" (dropdown), "Gender" (dropdown), "Date of Birth" (calendar), "Permanent Residence" section with "Street/House Number", "Street/House Number 2", "Country" (dropdown), and "Region" (text).

9. Click on "Employment Opportunities" -> "Job Search" -> Start.



The screenshot shows the SAP Job Search page. At the top, there is a blue header with the text "Job Search". Below the header, there is a section titled "Are you looking for a new challenge?". The text reads: "We have lots of different jobs on offer - come and have a look at our employment opportunities! You can restrict the search result by specifying search criteria." Below this text, there are five buttons: "Start", "Reset", "Save Search Query", "Delete Search Query", and "Save as Job Agent". Below the buttons, there is a section titled "You can save your search criteria for later reuse". It contains a "Search Query:" label and a dropdown menu showing "-- No search query saved --". Below this, there is a section titled "Full Text Search". It contains a "Keywords:" label and a text input field, and a "Search Method:" label and a dropdown menu showing "With at least one of the words". Below this, there is a section titled "Search Criteria for Employment Opportunities". It contains three dropdown menus: "Functional Area:" (showing "<All>", Consulting, Controlling / Accounting / Financials, Customer Service and Service, DP / Computer Science, Facility, General Management / Corporate Management), "Hierarchy Level:" (showing "<All>", Entry Level (Less than 2 Years Work Experience), Management / Project Lead, Professional Level (More than 2 Years Work Experience), Senior Level (More than 5 Years Work Experience), Senior Management, Student / Trainee / Apprentice), and "Country:" (showing "<All>", Afghanistan).



10. Select the job “Industrial Attachment 3” and click “Apply”

11. Follow the application wizard. Enter all your details. Ensure you get to the “Complete Application” step. Click “Send application Now”

The screenshot shows the 'Application Wizard' interface. At the top, it says 'Application Wizard' and 'Display Job Posting "HCM Analyst with SAP knowledge"'. Below this is a progress bar with 10 steps: 1 Personal Data, 2 Education/Training, 3 Work Experience, 4 Preferences, 5 Attachments, 6 Qualifications, 7 Questionnaire, 8 Cover Letter, 9 Complete Application, and 10 Completed. Step 9 is highlighted in blue. Below the progress bar is a 'Previous step' button. The main content area says 'You can now submit your application.' and has two checked checkboxes: 'I want to release my profile in order to be considered for other employment opportunities as well. For this purpose, other recruiters can access my data in accordance with the data privacy statement.' and 'Yes, I have read the data privacy statement and I accept it. Data Privacy Statement'. Below this is a yellow 'Send Application Now' button. At the bottom, there is a 'Data Overview' section with a 'Personal Data' tab selected.

12. You have successfully completed your application!

The screenshot shows the 'Application Wizard' interface after completion. The progress bar now shows step 10 'Completed' highlighted in blue. Below the progress bar is a green checkmark icon and the text 'Your application was sent'. The main content area says 'Thank you for applying for one of our job postings.' and 'We are checking the information in your application and will be in touch with you soon. You can now close the window.'