

Job Posting Guideline for Afghan Job Website

Introduction

1. Overview of Afghan Job Website

Afghan Job (<https://afghanjob.af>) is a leading online job portal designed to connect employers with talented job seekers across Afghanistan. The platform provides a seamless and efficient way for companies to post job vacancies freely without any charges and find qualified candidates. With a user-friendly interface and support for English and Dari languages, Afghan Job ensures accessibility for a diverse audience all across Afghanistan and the world.

2. Purpose of This Manual

This manual serves as a step-by-step guide for employers, HR managers, and recruiters on how to effectively post job vacancies on Afghan Job. It outlines the necessary steps, best practices, and platform-specific guidelines to ensure job postings are clear, professional, and optimized for attracting the right candidates.

There are two ways to post jobs on the Afghan Job website:

- 1 **Email Submission:** Send job details in MS Word or PDF format to admin@afghanjob.af.
- 2 **Online Posting:** Create an employer account on the Afghan Job website and post the job directly.

3. Who Should Use This Manual?

This guide is intended for:

- **Employers** looking to recruit top talent.
- **HR Managers** responsible for hiring and workforce planning.
- **Recruiters** seeking qualified candidates for various job roles.

By following this manual, users can maximize the effectiveness of their job postings and streamline the hiring process on Afghan Job website.

Account Registration & Login

- **How to Create an Employer Account?**

To post job vacancies on Afghan Job, employers need to create an account by following these steps:

1. Visit the Website: Go to <https://afghanjob.af>.
2. Click on "Register" at the top right of your browser as shown on figures 1.1

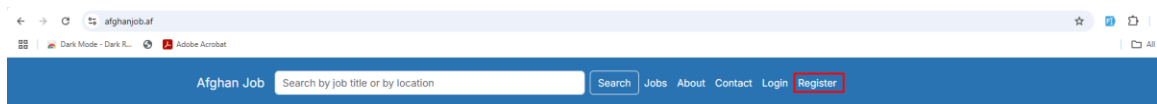


Figure 1.1: Register link on the header of homepage

3. After clicking on the 'Register' link, the employer registration page will be displayed. Fill in all five required fields: Name, Company Name, Email, Password, and Confirm Password. Then, click the 'Register' button at the bottom. Figure 1.2 illustrates the employer registration page.

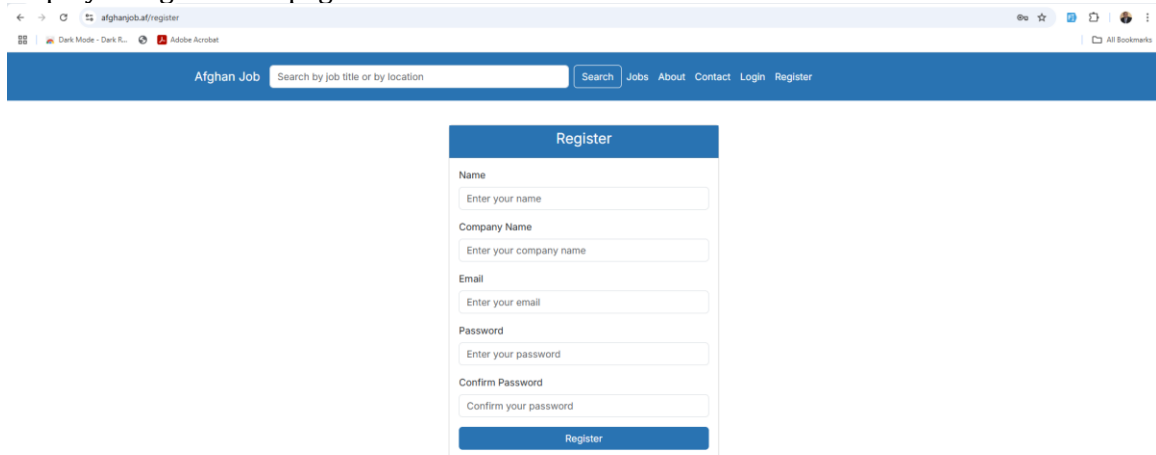
A screenshot of the employer registration page. The page has a dark blue header with the text "Afghan Job" and a search bar. Below the header is a white registration form titled "Register" in a blue box. The form contains five input fields: "Name" (placeholder: "Enter your name"), "Company Name" (placeholder: "Enter your company name"), "Email" (placeholder: "Enter your email"), "Password" (placeholder: "Enter your password"), and "Confirm Password" (placeholder: "Confirm your password"). At the bottom of the form is a blue "Register" button.

Figure 1.2: Employer registration page

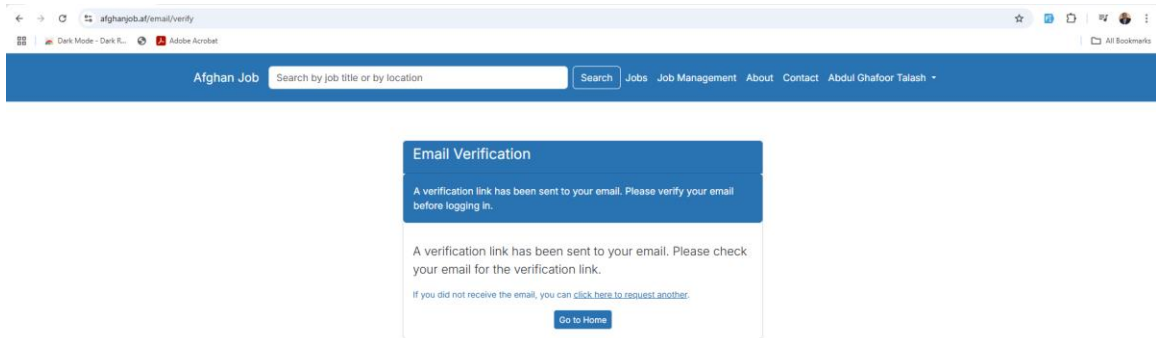


Figure:1.3: Email verification notice to the user for checking his/her email address for the sent link

4. A verification link will be sent to the user's email address. The user must click on the link to verify their account. Figure 1.4 shows the verification email sent to the user, including the 'Verify Email Address' button.

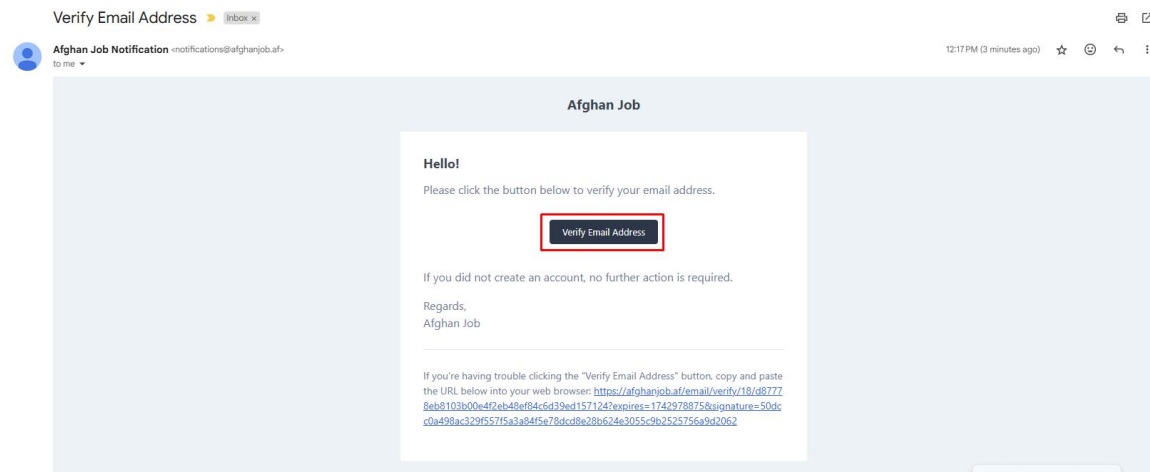


Figure 1.4: Email Verification link into the user's email address.

5. After clicking the 'Verify Email Address' button, the user will be redirected to the job posting page. Click the 'Post Job' button to add job details, as shown in Figure 1.5.

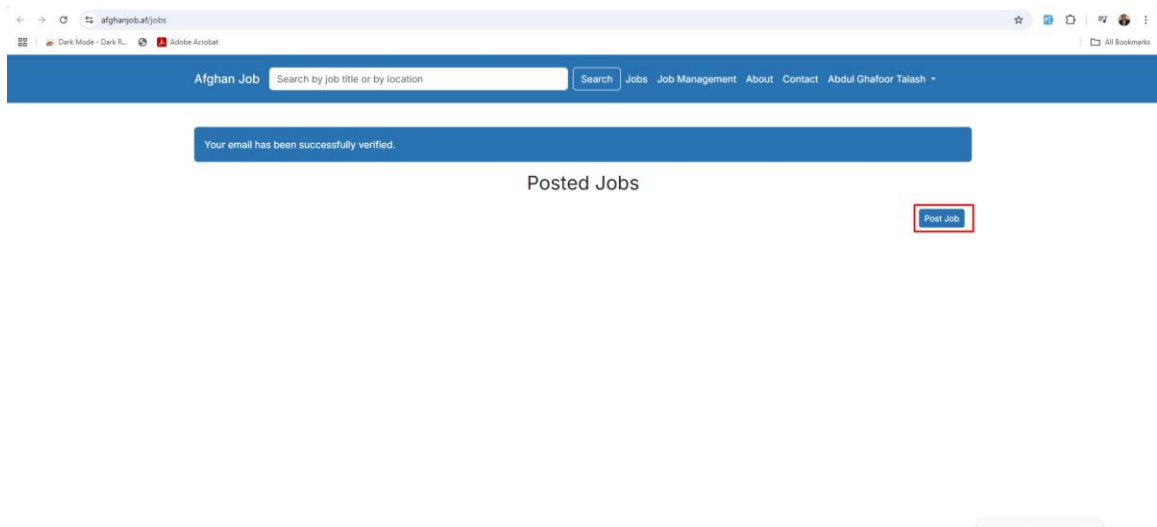


Figure 1.5: Job posting page.

- After clicking the 'Post Job' button, a job data entry page will appear. Fill in the required fields and then click the 'Create Job' button to save your job post, as shown in Figure 1.6.

The screenshot shows the 'Create Job' page with a form containing the following fields:

- Job Title:** Click to start writing...
- Company Name:** Click to start writing...
- Education:** Click to start writing...
- Job Location:** Select an option
- Work Duration:** Select an option
- Gender:** Select an option
- Post Date:** mm/dd/yyyy
- Closing Date:** mm/dd/yyyy
- Reference Number:** Click to start writing...
- Number of Vacancies:** Click to start writing...
- Salary Range:** Click to start writing...
- Years of Experience:** Click to start writing...
- Probationary Period:** Click to start writing...
- Contract Type:** Select an option

About Company

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Job Summary

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Duties & Responsibilities

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Job Requirements

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Submission Guideline

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Submission Email

Click to start writing...

Logo (Optional)

Choose FileNo file chosen

Create Job

Figure 1.6: Data entry of job page.

Job Title: Software Developer

Company Name: Afghan Job

Education: Bachelor's Degree

Job Location: Kabul, Qandahar, Balkh, Herat

Work Duration: Full Time/ Part Time

Gender: Male/ Female/Any/Other

Post Date: 20-03-2025

Closing Date: 03-04-2025

Reference Number: HR-012

Number of Vacancies: 1

Salary Range: As per company salary scale

Years of Experience: 2-3 years

Probationary Period: 3 months / Not Specified

Contract Type: Permanent/ Long Term/ Fixed Term/ Intern/ Annual Contract

About Company

Afghan Job is a leading job portal connecting employers with skilled professionals across Afghanistan. Our platform facilitates job postings for employer administrations, ensuring they find the best talent suited for their needs.

Job Summary

The Software Developer will be responsible for designing, developing, and maintaining software applications to meet business and client requirements. The role requires strong coding skills, problem-solving abilities, and collaboration with cross-functional teams.

Duties & Responsibilities:

- Develop, test, and deploy high-quality software solutions.
- Collaborate with team members to define project specifications and requirements.
- Troubleshoot, debug, and optimize software performance.
- Ensure code quality through best practices and code reviews.
- Stay updated with emerging technologies and trends in software development.

Job Requirements

- Proficiency in programming languages such as Java, Python, JavaScript, or PHP.

- Experience with databases (MySQL, PostgreSQL, MongoDB, etc.).
- Knowledge of web frameworks (Laravel, React, Angular, etc.).
- Strong problem-solving and analytical skills.
- Excellent communication and teamwork abilities.

Submission Guideline

Interested candidates should submit their CV and cover letter via the provided submission email before the closing date.

Submission Email (Optional)

Logo (Optional)

7. After clicking the 'Create Job' button, your job posting will be submitted for approval by the Afghan Job admin team. Once reviewed and approved, it will be publicly available to job seekers. Figure 1.7 illustrates the pending status of a job post submitted by an employer.

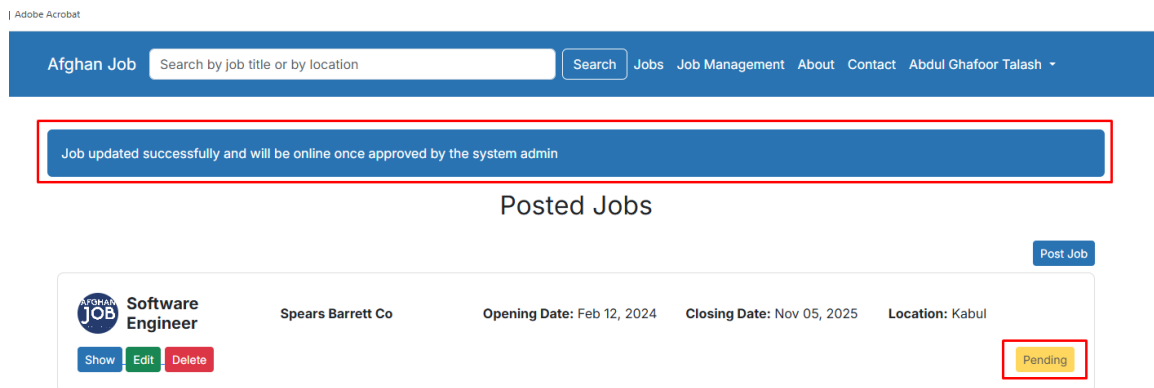


Figure 1.7 shows pending status of posted job by employer.