

CORPORATES

Application Process

Loading of Job Advert (Option 1)

Requesting a CV search (Option 2)



IRMSA CORPORATE MEMBER - Log in via www.irmsa.org.za
NON CORPORATE MEMBER - Create a profile via www.irmsa.org.za

Go to Manage Profile then
Networking & Careers at the bottom of the Manage Profile page
Click on Career posting
Click on Submit an opening

Select job posting time period: (Applies to Option 1 and 2 above)
30, 60 or 90 days

LOADING OF A JOB ADVERT (OPTION 1):

Vacancy listed on the IRMSA Career Portal Website and a bulk email sent to entire database

FOR CV SEARCH (Option 2):

Request this option by sending an email to careers@irmsa.org.za. The job specifications completed here will build the basis of the CV search option.

FOR OPTION 1 OR OPTION 2:

Complete all fields within the job posting form and submit for approval

FOR OPTION 1:

An invoice will be emailed to you once your job posting has been completed, reviewed and approved

FOR OPTION 2:

An invoice will be emailed to you for the Initiation Fee, once your CV search request has been reviewed and approved.

For rates, refer to CORPORATE ADVERTISING AND JOB SEARCH RATES SHEET

FOR OPTION 1:

Once payment received, job post goes live for requested period of time/until position filled or deactivated.

FOR OPTION 2:

Once the Initiation Fee has been received, cv search will commence. The Submission fee due prior to submission of full CVs to the corporate. Should no applicants meet the required criteria of the search, the submission fee shall be waived and the vacancy will be listed on IRMSA Career Portal Website and a bulk email sent to the entire database

Need assistance? Contact IRMSA careers@irmsa.org.za 011 555 1800 www.irmsa.org.za