

How to Use the [Job Portal](#)

Table of Contents

Table of Contents	1
Introduction	1
Using the Search Option	1
Filtering Vacancies by Governorate	7
Filtering Vacancies by Job Category.....	8
Applying for Jobs.....	10

Introduction

NCCI's job portal is an online platform where NCCI's members publish job opportunities. Job seekers can browse vacancies and apply for free and there is no need for registration. Please note that these vacancies are published by NCCI's members, NCCI does not receive CVs directly and has no influence on the recruitment process.

Using the Search Option

The [Search Job option](#) offers job seekers the opportunity to look for specific jobs in their field of interest. The [Search Job](#) option can be found in the top bar of the [Job Seekers page](#).

You are here: [Job Seekers](#) > [New Job](#)

Jobs By Governorate

Erbil (21)	Duhok (0)	Nineveh (14)	Baghdad (11)	Salah Al-Din (7)
Basrah (5)	Diyala (3)	Sulaymaniyah (3)	Najaf (3)	Babil (2)
Kirkuk (2)	Karbala (0)	Wassit (0)	Qadisiyah (0)	Anbar (0)
Missan (0)	Muthanna (0)	Thi-Qar (0)		

Job Categories **Search Job** Newest Jobs

Newest Jobs

Latest Jobs

Translator



Location Sulaymaniyah

Posted 2016-08-21

PARC Protection Coordinator

Alternatively you can find it here: <http://jobs.ncciraq.org/index.php/jobseeker-control-panel/search-job>

You can search for a job by filling in a job title in the *Job Title* field.



Search Job

Job Title

Categories

Job Type

Governorate

Start Publishing

Stop Publishing

NGO Name

City

Keywords



Search Job

Then press the *Search Job* button at the bottom of the page.



Search Job

Job Title	<input type="text"/>
Categories	<input type="text" value="Select Category"/>
Job Type	<input type="text" value="Select Job Type"/>
Governorate	<input type="text" value="Select Job Governorate"/>
Start Publishing	<input type="text"/>
Stop Publishing	<input type="text"/>
NGO Name	<input type="text" value="Select NGO"/>
City	<input type="text"/>
Keywords	<input type="text"/>
	<input type="button" value="Search Job"/>



Instead of looking for a specific job title it is also possible to filter jobs by the job category, job type, governorate, publishing date, NGO, city or keyword. For job category, job type and governorate you can select one option from the dropdown menu.



Search Job

Job Title	<input type="text"/>
Categories	<div style="border: 1px solid #ccc; padding: 5px;"><p>Select Category</p><input type="text"/></div>
Job Type	<div style="border: 1px solid #ccc; padding: 5px;"><p>Select Category</p><ul style="list-style-type: none">Administration HRAdvocacyDomestic WorkDonor Relations GrantsDriving TransportationEducation Teaching<li style="background-color: #007bff; color: white;">EngineeringFinance and AccountingData Entry</div>
Governorate	<input type="text"/>
Start Publishing	<input type="text"/>
Stop Publishing	<input type="text"/>
NGO Name	<input type="text"/>
City	<input type="text"/>
Keywords	<input type="text"/>

To filter by the publishing date, click on the calendar icon and select the desired date.



Search Job

Job Title	<input type="text"/>
Categories	<input type="button" value="Select"/>
Job Type	<input type="button" value="Select"/>
Governorate	<input type="button" value="Select"/>
Start Publishing	<input type="text"/>
Stop Publishing	<input type="text"/> <input type="button" value="Calendar"/>
NGO Name	<input type="text" value="Select NGO"/>
City	<input type="text"/>
Keywords	<input type="text"/>

To search by city you can type the city name in the field, the system will automatically fill in the full name.



Search Job

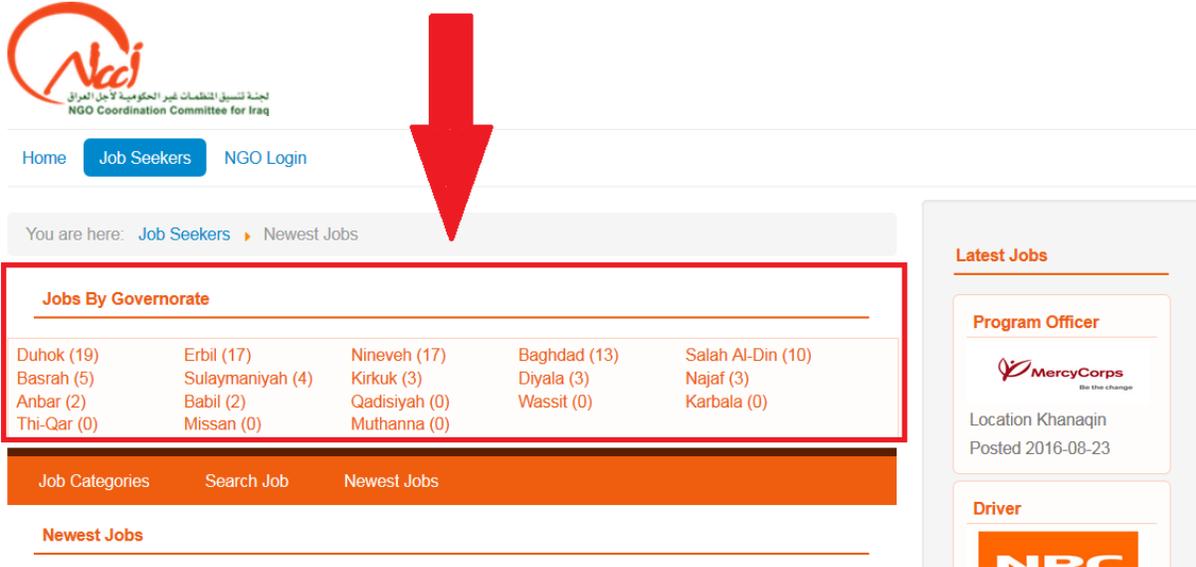
Job Title	<input type="text"/>
Categories	<input type="text" value="Select Category"/>
Job Type	<input type="text" value="Select Job Type"/>
Governorate	<input type="text" value="Select Job Governorate"/>
Start Publishing	<input type="text"/>
Stop Publishing	<input type="text"/>
NGO Name	<input type="text" value="Select NGO"/>
City	<input type="text" value="Bag"/> <input type="text" value="Baghdad"/>
Keywords	<input type="text"/>

Search Job

The more options you select, the more specific your job search will be.

Filtering Vacancies by Governorate

It is possible to view the available vacancies sorted by governorate. In the top bar of the [Job Seekers section](#) you will find the *Jobs by Governorate* overview. Here you can click on the name of each governorate to see the current vacancies in the area.



Home **Job Seekers** NGO Login

You are here: [Job Seekers](#) > [Newest Jobs](#)

Jobs By Governorate

Duhok (19)	Erbil (17)	Nineveh (17)	Baghdad (13)	Salah Al-Din (10)
Basrah (5)	Sulaymaniyah (4)	Kirkuk (3)	Diyala (3)	Najaf (3)
Anbar (2)	Babil (2)	Qadisiyah (0)	Wassit (0)	Karbala (0)
Thi-Qar (0)	Missan (0)	Muthanna (0)		

Job Categories Search Job **Newest Jobs**

Newest Jobs

Latest Jobs

Program Officer

 Do the change

Location Khanaqin
Posted 2016-08-23

Driver



Filtering Vacancies by Job Category

It is possible to display an overview of the current job vacancies sorted by the job category. To do so click on the *Job Categories* button.

You are here: [Job Seekers](#) > [Newest Jobs](#)

Jobs By Governorate

Duhok (1)	Erbil (17)	Nineveh (17)	Baghdad (13)	Salah Al-Din (10)
Basrah (5)	Sulaymaniyah (4)	Kirkuk (3)	Diyala (3)	Najaf (3)
Anbar (2)	Babil (2)	Qadisiyah (0)	Wassit (0)	Karbala (0)
Thi-Qar (0)	Missan (0)	Muthanna (0)		

Job Categories Search Job Newest Jobs

Newest Jobs

Latest Jobs

Program Officer



Location Khanaqin
Posted 2016-08-23

Driver



You will now see an [overview of the job categories](#) and the number vacancies available for each.

Job Categories Search Job Newest Jobs

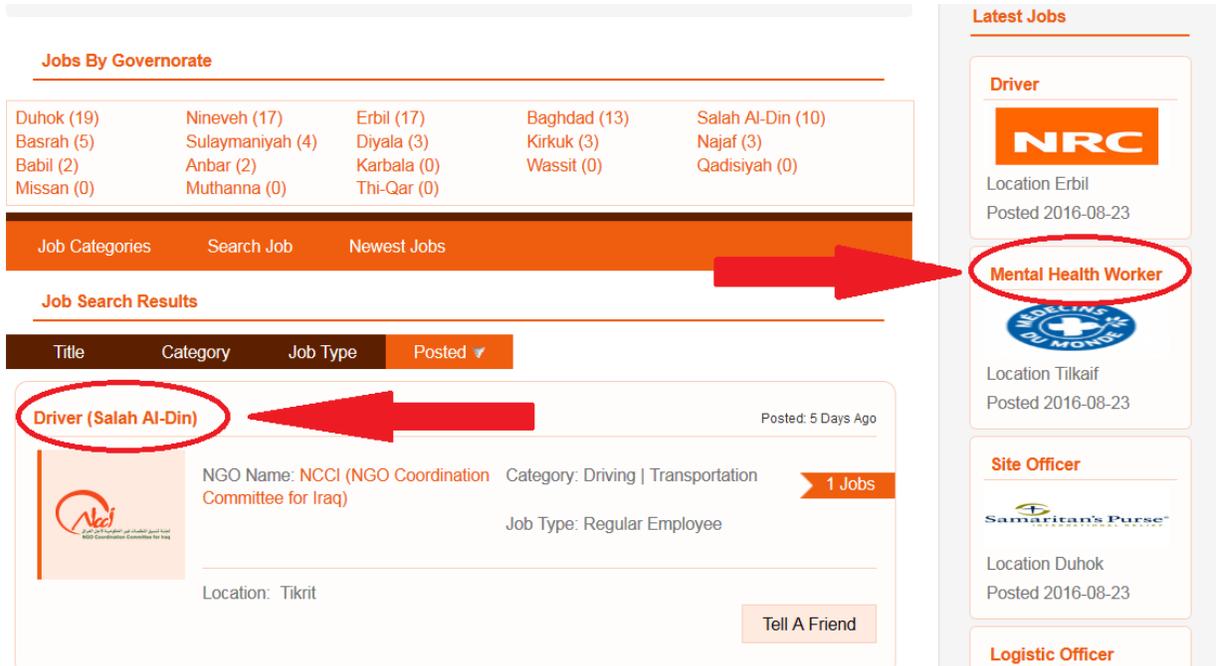
Job Category

Administration HR (7)	Advocacy (0)	Coordination (9)
Data Entry (5)	Domestic Work (1)	Donor Relations Grants (1)
Driving Transportation (3)	Education Teaching (1)	Engineering (3)
Finance and Accounting (2)	IT Information Management (0)	Legal (1)
Logistics (8)	Media Communication (1)	Medical (14)
Monitoring and Evaluation (2)	Others (22)	Project Program Management (10)
Protection (3)	Psycho-social Mental Health (11)	Research (0)
Security (2)	Skilled Labor (1)	Translation (2)

Click on the name of each category to view the list of vacancies in this sector.

Applying for Jobs

If you have found a job you are interested in you can click on the title of the job to view the full announcement.



Jobs By Governorate

Duhok (19)	Nineveh (17)	Erbil (17)	Baghdad (13)	Salah Al-Din (10)
Basrah (5)	Sulaymaniyah (4)	Diyala (3)	Kirkuk (3)	Najaf (3)
Babil (2)	Anbar (2)	Karbala (0)	Wassit (0)	Qadisiyah (0)
Missan (0)	Muthanna (0)	Thi-Qar (0)		

Job Search Results

Title	Category	Job Type	Posted
Driver (Salah Al-Din)			Posted: 5 Days Ago

Latest Jobs

- Driver**
NRC
Location Erbil
Posted 2016-08-23
- Mental Health Worker**
Location Tilkaif
Posted 2016-08-23
- Site Officer**
Samaritan's Purse
Location Duhok
Posted 2016-08-23
- Logistic Officer**

Job Details for Driver (Salah Al-Din):

- NGO Name: NCCI (NGO Coordination Committee for Iraq)
- Category: Driving | Transportation
- Job Type: Regular Employee
- Location: Tikrit
- 1 Jobs available

When you click on the title the complete announcement will be displayed. Read through the information carefully. If you are still interested in the job and think you are a suitable candidate you can scroll down to the bottom of the page where you will find the *How to Apply* section. Follow the instructions carefully to apply for the job. Be aware that incomplete applications or CVs and cover letters sent without the correct title will be ignored by employers, so make sure you follow the instructions.