

E –RECRUITMENT PORTAL – ATTACHMENT OF CERTIFICATES;

CLICK ON THE ACADEMIC RECORDS TAB THEN THE 'ADD ACADEMIC QUALIFICATION'

Biodata

Academic Records

Professional Qualifications

Professional Bodies

Employment History

Referees

Fill in your academic qualifications starting from the highest to the lowest level. Ensure that the Dates and the Institution names are accurate. We shall conduct a background check to verify the information you have provided.

+ ADD ACADEMIC QUALIFICATION

Qualification Code	Qualification Name	Award	Graduation Date	Institution Name	Document Attached?		
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FILL IN ALL THE REQUIRED INFORMATION IN THE TABS & ATTACH THE ACADEMIC CERTIFICATE IN PDF

Qualification Code	Qualification Name e.g. Finance/IT/Computer Sci
Qualification Cadre e.g Pass/Credit/1st Class etc.	Graduation Date (You can type the date in the format MM/dd/yyyy)
Institution Name	

CLICK THE QUALIFICATION CODE IN ORDER TO SELECT THE SPECIFIC QUALIFICATION;

Attach pdf document only.

Qualification Code

Qualification Name e.g. Finance/IT/Computer Sci

Diploma

Degree

Masters

PhD

IT proffessional course

Certificate

CPA LEVEL I

CPA LEVEL 11

CPA LEVEL III

Professional Certificate

Graduation Date (You can type the date in the format MM/dd/yyyy)

X CANCEL

PROFESSIONAL CERTIFICATIONS;

CLICK ON ADD PROFESSIONAL QUALIFICATION;

The screenshot shows a user profile page with a blue header and a sidebar menu. The 'Professional Qualifications' tab is highlighted in blue. Below the menu, there is a table with three rows of qualifications. Each row has a 'Level' column, a 'Description' column, and a column with 'Edit' and 'Delete' icons.

Level	Description	
Diploma	test	Edit Delete
Certificate	Test	Edit Delete
Certificate	Test	Edit Delete

The screenshot shows the 'Add Professional Qualification' form. At the top, a blue banner says 'Attach pdf document only.' Below this are input fields for 'Level' and 'Description'. A 'Choose File' button is next to the text 'No file chosen'. At the bottom, there are 'SAVE' and 'CANCEL' buttons. Below the form, a table with three rows of qualifications is visible.

Level	Description	
Diploma	test	Edit Delete
Certificate	Test	Edit Delete
Certificate	Test	Edit Delete

FILL IN THE REQUIRED INFORMATION I.E LEVEL & DESCRIPTION THEN ATTACH THE PDF CERTIFICATE

The screenshot shows the 'Add Professional Qualification' form with a dropdown menu open. The menu has two options: 'Certificate' and 'Diploma'. The 'Level' input field is empty, and the 'Description' input field contains the text 'Test'. The 'Choose File' button is next to the text 'No file chosen'. At the bottom, there are 'SAVE' and 'CANCEL' buttons. Below the form, a table with three rows of qualifications is visible.

Level	Description	
Certificate	Test	Edit Delete
Certificate	Test	Edit Delete
Certificate	Tested	Edit Delete

The screenshot shows the 'Add Professional Qualification' form with the 'Choose File' button clicked. The file name 'Screenshot_2025-12-31-10-25-08-29...e' is displayed next to the button. The 'Level' input field contains the text 'Diploma', and the 'Description' input field contains the text 'Test'. At the bottom, there are 'SAVE' and 'CANCEL' buttons. Below the form, a table with three rows of qualifications is visible.

Level	Description	
Diploma	test	Edit Delete
Certificate	Test	Edit Delete
Certificate	Test	Edit Delete