

BINDURA UNIVERSITY OF SCIENCE EDUCATION



JOB PORTAL USER MANUAL FOR APPLICANTS

1.0 Introduction

Bindura University of Science Education vacancies are now being applied using a web-based portal that is accessible using any internet capable device such as a handset or a computer.


1.2 Accessing the Job Portal

Open a web browser (firefox, chrome, opera, edge, etc) and type jobs.buse.ac.zw and press enter.

1.3 Create Account

The applicant should first create an account so as to be able to login into the system. All fields on the form are mandatory.

Create Account



Email

National ID


Format 12127453B12

Password

1.4 Login

After creating an account the users can login into the system using and email and password that were used to create an account.

Job Seeker Login



Email

Password

[Login](#)

[Forgot Password](#) | [Create Account](#)

1.5 Forgot Password

Applicants can recover their passwords in case they have forgotten the passwords. They have to click the Forgot Password link and provide the correct email address and national id number combination as well as providing the new password.

Forgot Password



Email

National ID

Format 12126754B12

New Password

Confirm Password

Change Password

1.6 Update User Profile

Upon logging into the system for the first time, the applicant is required to fill in personal details. All fields are mandatory.

Applicant Data [Dashboard](#) / [Edit Profile](#)

Personal Data

Name	<input type="text" value="JOHN"/>	Surname	<input type="text" value="CHIMUTI"/>
DOB	<input type="text" value="15 / 05 / 1992"/>	National ID	<input type="text" value="12878765B12"/>
Mobile Number	<input type="text" value="263773987676"/>	Gender	<input type="text" value="MALE"/>
Email	<input type="text" value=""/>		
Citizenship	<input type="text" value="Zimbabwe"/>	Nationality	<input type="text" value="Zimbabwe"/>

[Update](#)

1.7 Ordinary Level Qualifications

Enter o level qualifications

Ordinary Levels [Dashboard](#) / [Edit](#)

Ordinary Level Results

Exam board	Subject	Grade	
<input type="text" value="Select.."/>	<input type="text" value="Select.."/>	<input type="text" value="Select.."/>	Add

Examining Board	Subject	Grade	Action
ZIMSEC	Accounting	A	Remove
ZIMSEC	AGRICULTURE	A	Remove

1.8 Advanced Level Qualifications

Enter A level qualifications

Advanced Level [Dashboard](#) / [Edit](#)

Advanced Level Results

Exam board	Subject	Grade	
<input type="text" value="Select.."/>	<input type="text" value="Select.."/>	<input type="text" value="Select.."/>	Add

Examining Board	Subject	Grade	Action
ZIMSEC	Computer Science	A	Remove
ZIMSEC	AGRICULTURE	A	Remove

1.9 Other qualifications

Enter other qualifications such as certifications, diplomas, degrees, etc

Additional Qualifications Dashboard / Additional Qualifications

Other Qualifications

Institution	Qualification	Grade	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Institution	Qualification	Grade	Action
Bindura University of Science Education	Honours Degree in Computer Science	1	<input type="button" value="Remove"/>

1.10 Job experience

Enter work experience

Job Experiences Dashboard / Job Experiences

Job Experiences

Organisation	Position	Start Date	End Date	
<input type="text"/>	<input type="text"/>	<input type="text" value="dd / mm / yyyy"/> <input type="button" value="📅"/>	<input type="text" value="dd / mm / yyyy"/> <input type="button" value="📅"/>	<input type="button" value="Add"/>

Organisation	Position	Start Date	End Date	Action
Clorik Consultancy	Software Developer	2016-08-01	2022-02-28	<input type="button" value="Remove"/>
BUSE	Software Engineer	2022-03-01		<input type="button" value="Remove"/>

1.11 Skill

Enter skill

☰

Skills

Skills

Skill	
<input type="text"/>	<input type="button" value="Add"/>

Skill	Action
Designing Algorithms	<input type="button" value="Remove"/>
Writing source code	<input type="button" value="Remove"/>
Designing interfaces	<input type="button" value="Remove"/>

112 Awards

Enter awards if you have any

Awards Dashboard

Awards

Year Awards Add

Year	Award	Action
2016	Best Developer	Remove
2020	Skemalto FDips	Remove

113 Referees

Enter Referees

Referees Dashboard / Referees

Referees

Name Position Organisation Phone Add

Name	Position	Organisation	Phone	Action
JR Ndima	Software Engineer	ABC Pvt Ltd	0775654565	Remove

114 Curriculum Vitae

Upload your CV in a single pdf format (including national id, and academic qualifications)



Curriculum Vitae

Update Curriculum Vitae

Select File (pdf only)

Browse... No file selected.

Upload

115 Full Job Profile

The full profile will display as shown

The screenshot displays a user profile with the following sections:

- Career Objective:** To Develop Information Systems That Will Help Zimbabweans In Achieving Vision 2025
- Personal Details:** Name, Surname, Gender, National Id, Dob, Contact, Email, Address, Citizenship (Zimbabwe), Nationality (Zimbabwe).
- Ordinary Level:** Examining Board (ZIMSEC), Subject (Accounting), Grade (A).
- Curriculum Vitae:** Click To Upload CV
- Qualifications:** Institution (Bindura University of Science Education), Qualification (Honours Degree in Computer Science), Grade (1).
- Experience:** Organisation (Clorik Consultancy, BUSE), Position (Software Developer, Software Engineer), Start Date (2016-08-01, 2022-03-01), End Date (2022-02-28).
- Skills:** Designing Algorithms, Writing source code, Designing interfaces.
- Distinctive Awards:** Year (2016, 2020), Award (Best Developer, Skemalto FDips).

116 Vacancies

Applicants can view new vacancies



Vacancies		
Position	Closing Date	Action
STUDENT INTERNS – ICT	20 September 2024	View Details

117 Vacancy Details

This shows the qualifications and skill required for a vacancy as well as the apply button.

Vacancy Details		Dashboard / Vacancies / Vacancy
Vacancy Details		
Position	STUDENT INTERNS – ICT	
Description	APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR THE FOLLOWING POSTS IN THE ICT DEPARTMENT:	
Duties	SOFTWARE DEVELOPMENT HARDWARE REPAIR AND MAINTANANCE NETWORK INSTALLATION	
Qualifications And Experience	Must be studying towards any of the following degree programs: BSc in Computer Science, Information and Technology, Network Engineering, Statistics and Operations Research, Mathematics or other related fields from a reputable University; Five (5) Ordinary Level passes, including English Language and Mathematics;	
Skills	Knowledge of Linux, PHP, Python and T-SQL will be an added advantage	
Closing Date	20 September 2024	
Status	Still Open	
	Apply	

118 Tracking Applications

Applicants can view the status of their applications which may be either shortlisted or not successful.



Applications			Dashboard / Vacancies
Position	Status	Action	
STUDENT INTERNS – ICT	Pending	View Details	

