

1. Go to <https://vacancies.psc.go.ug/ors>
2. On the home page, click “Register as a new user” to create an account on the system.

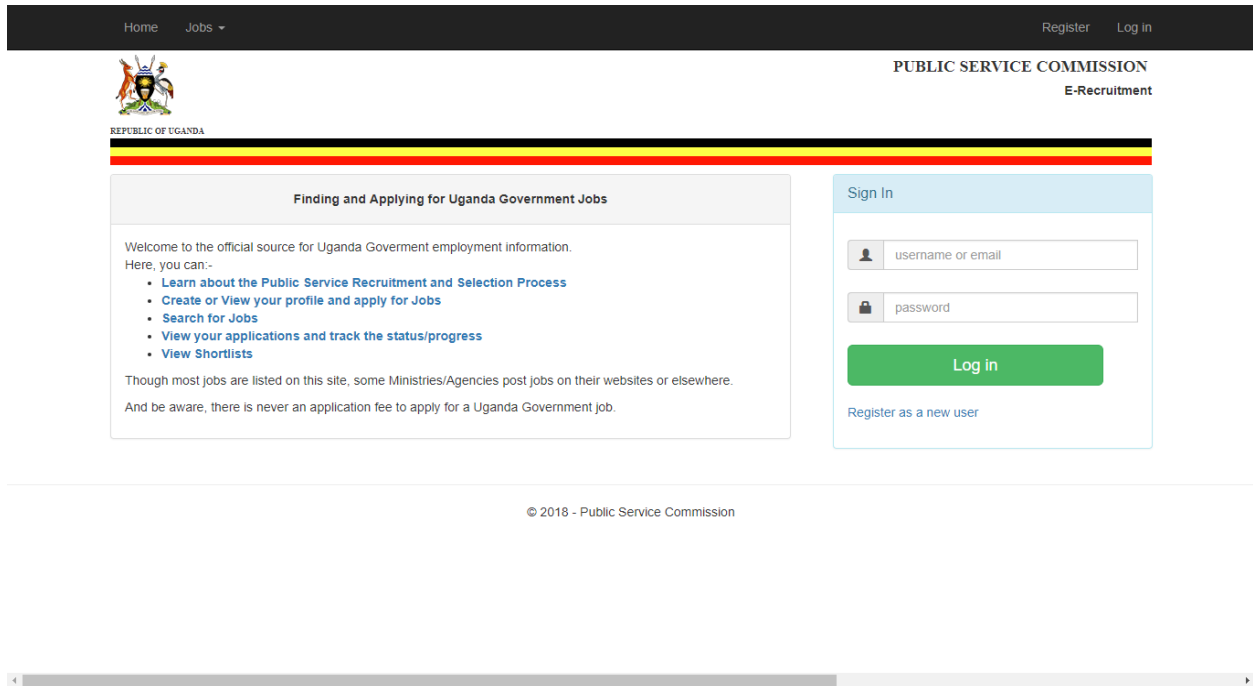


Figure 1: The E-Recruitment home page

3. On the account creation page, fill in your data as indicated in the fields provided and click “Register”.

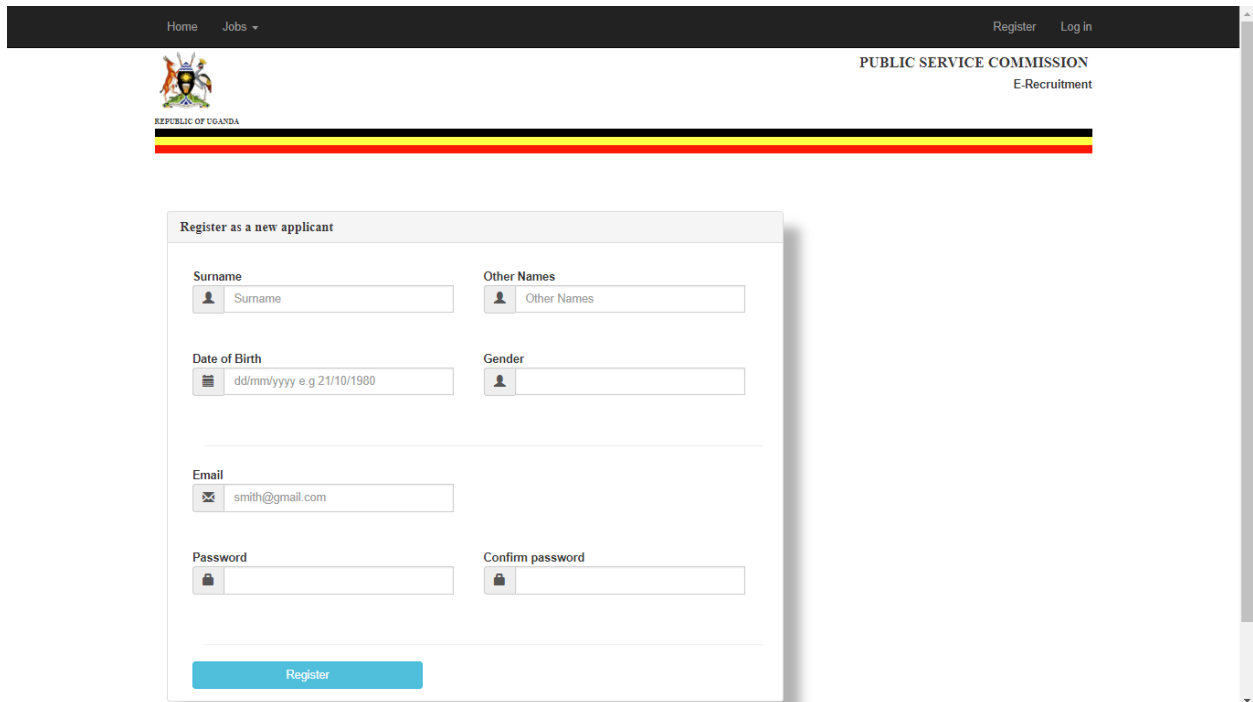
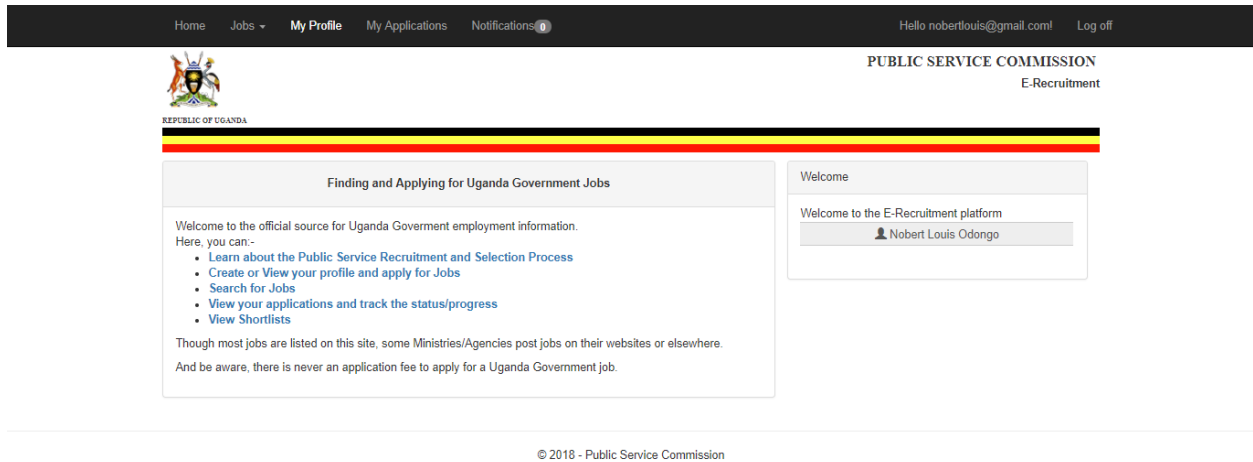


Figure 2: Account creation page.

- Once your account is created successfully, your user home page will open. Click on “**My Profile**” on the top menu bar and complete your account creation by filling all the relevant data as required.



vacancies.psc.go.ug/ors/Applicants

Figure 3: User home page.

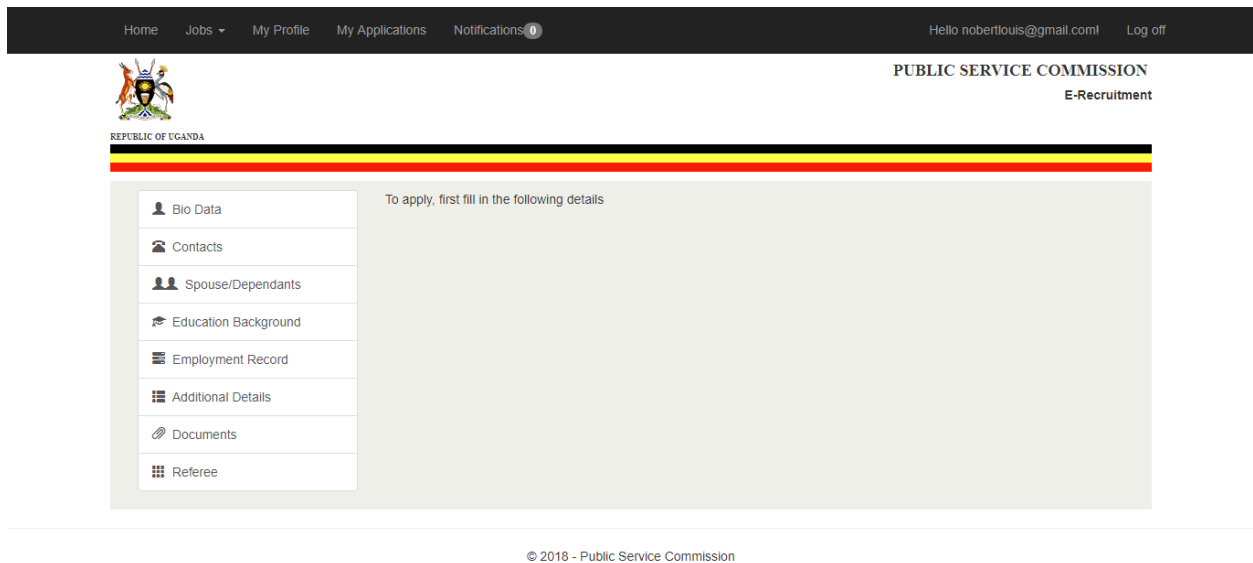


Figure 4: My Profile page.

5. Once your account data is filled in accurately, click on “**Jobs**” then “**Advertised Jobs**” in the sub-menu item.
6. Select and advert from the list of running adverts.
7. Select a desired job under the selected advert to view details.
8. Click on the “**Apply**” button at the bottom of the page to submit your application for the job.