Job Opportunities at the
U.S. Embassy in Bangui

Electronic Recruitment Application (ERA)
Work with the U.S. Embassy!
How to apply?

1. Go to the U.S. Embassy website: https://cf.usembassy.gov/embassy/jobs/

2. Click on the ERA (Electronic Recruitment Application) to view the list of “Open Vacancies” page.
Select your vacancy

3. Click on the job you would like to apply for and get to the “Vacancy Details” page.
4. Click on “Apply to this vacancy”
Create an Account & Login

5. Click on “Create an Account” if you don’t already have one

6. Enter all required information, then click “NEXT” bottom-left

7. Click “DONE” bottom-right

8. Now, please Login and start responding to the questions, which constitutes your actual job application
Important Note

• Note that items marked with * are required to be filled, or the system will not let you move forward.

• The step “Application Review and Submit” provides the opportunity to edit information if necessary before submitting.
Submit your application

Application Review and Submit

Please review your information below and note that you have attached 0 document(s) to your application. Your application status will remain incomplete until you click SUBMIT APPLICATION.
Certify

Before you actually submit, you **MUST** certify the declaration. Tick the box and click the Submit button.
Confirmation Message

Thank You! You have successfully submitted your application.

Note: You can modify your application at any time before the vacancy close date. Simply return to your dashboard, select the vacancy, and update your application.

What's Next?
- Download a copy of this application for your records.
- View the status of this application in your dashboard.
- Return to the vacancy listing page to search for more job opportunities.

VIEW YOUR DASHBOARD  RETURN TO VACANCY LISTING
Dashboard Information

Welcome,

Applications

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<thead>
<tr>
<th>Position Title</th>
<th>Application Status</th>
<th>Comments</th>
<th>Vacancy Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drive Cam Coordinator/Driving Trainer</td>
<td>Grade 7</td>
<td>Grade 7</td>
<td>Accepting Applications</td>
<td>Edit Application</td>
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<tr>
<td>Kishasa-2018-23</td>
<td>Application Received</td>
<td>No Comment</td>
<td>Vacancy closes in 4 days</td>
<td>Update Documents</td>
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<tr>
<td></td>
<td>☑ You have answered all the required questions for this grade.</td>
<td></td>
<td></td>
<td>Download Your Application</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Withdraw Application</td>
</tr>
</tbody>
</table>

Note: Adobe Acrobat Reader is required to view PDF files.