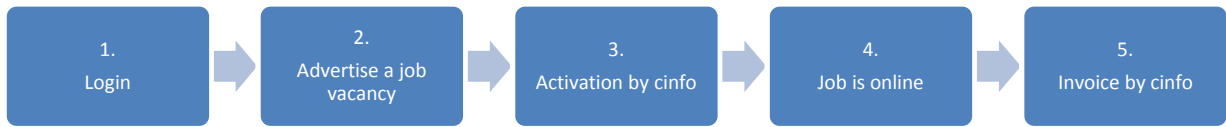


infoPoste

Procedure



Login

No account? Create one.

Please contact us by sending an email to the following address cinfoPoste@cinfo.ch or by calling the following number 032 365 80 02. We will gladly send you your login details.

Do you already have an account?

You can log in to your account by entering your username and password on the following link: <https://recruitingapp-2826.umantis.com/SelfServiceLine>

cinfoPoste

Username:

Password:

Login

[Forgot your password?](#)

Advertise a job vacancy

After successfully logging in to your account you may advertise a new job vacancy by clicking on «open a new job» («Open a new job» is situated on the menu bar or on the «quick links» section on your left hand side).

[HOME](#) [POSTED JOBS](#) [OPEN A NEW JOB](#) [MY PROFILE](#)

cinfoPoste

Quick links

[Open a new Job](#)

[My posted jobs](#) [464]

My Profile

[Change my password](#)

You are redirected to the following input screen by clicking on «open a new job»:

[HOME](#) [POSTED JOBS](#) [OPEN A NEW JOB](#) [MY PROFILE](#)

Open a new Job

Job Title*:
Ex: cinfo: HR Manager - Biel/Bienne

Requester*:

Job description

Type of organisation*:

Function*:

Workplace*:

Country*:

Region*:
Switzerland
Europe - without Switzerland
North America
0 selected

Multiple choice possible

Domain*:
Agriculture and Forestry
Construction
Economy & Finance
0 selected

Maximum 3 categories

Date of publication of vacancy*:
Date format: DD/MM/YYYY

End of publication date*:
Date format: DD/MM/YYYY

Organisation*:

Here you can add further details on your job vacancy. * = required info

Job title*: Name or your company's acronym: Job title – job location
e.g.: cinfo: HR Manager – Biel/Bienne

Requester*: First name, last name
e.g.: Anja Müller

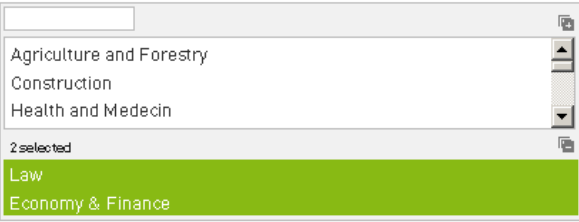
Type of organisation*: You may assign your organization. You can choose between NGO's, multilateral organizations, private or governmental organizations or educational respectively research institutes.

Function*: In this section you can select the following positions: Professionals, professionals with voluntary status, juniors, internship, leadership or consultants.

Please refer to Annex 1

Domain*: Here you can further assign the specialist's field which will be highlighted in green upon its selection. You may select several fields.

Please refer to Annex 2



Domain*:

- Agriculture and Forestry
- Construction
- Health and Medecin
- 2 selected
- Law
- Economy & Finance

Maximum 3 categories

You can undo a wrongly assigned field by clicking on it a second time.

Workplace: Job location(s).

If the job location is unknown, please indicate the Country or Region (e.g. Middle East)


Country: You can select the country.

Only one country may be selected.

Region: You can select the region of your job vacancy. Please click on the requested region in order to select it which then is highlighted in green.

It is possible to select several regions at the same time.

In case you selected a wrong region, undo it by clicking on it again.

 You can select all regions at once by clicking on this symbol on your top right.

Date of publication of vacancy*: Date of your publication. (DD.MM.YYYY)

End of publication date*: Date of the end of your publication / closing date for application. (DD.MM.YYYY)

Upon completing all required fields you may click on «safe» and you will be directed to «requisition». Please double check all your info.

In case of a mistake you can correct it by clicking on the pencil at the end of «Information» or «Job description».

cinfo HR Manager - Biel/Bienne - Requisition

Requisition **Job Text**

General Information

Job title:	cinfo HR Manager - Biel/Bienne
Requester:	Julie Allemand

Job description

Region:	Switzerland
Type of organisation:	NGOs
Workplace:	Biel/Bienne
Country:	Switzerland
Domain:	HR and Administration
Function:	Professionals
Date of publication of vacancy:	09.01.2017
End of publication date:	09.02.2017
Organisation:	cinfo

If all details are correct you may select «Job Text».

cinfo HR Manager - Biel/Bienne - Requisition

Requisition

Job Text

General Information

Job title:	cinfo HR Manager - Biel/Bienne
Requester:	Julie Allemand

Job description

Region:	Switzerland
Type of organisation:	NGOs
Workplace:	Biel/Bienne
Country:	Switzerland
Domain:	HR and Administration
Function:	Professionals
Date of publication of vacancy:	09.01.2017
End of publication date:	09.02.2017
Organisation:	cinfo

Job Posting Text

I Italic: Setting the font style of your highlighted text cursive can only be done if it is formatted as «Normal text» or «Quote» under «Formatting».

U Underline: Underline the highlighted text

ABC Deleted: Draw a line through the middle of the text

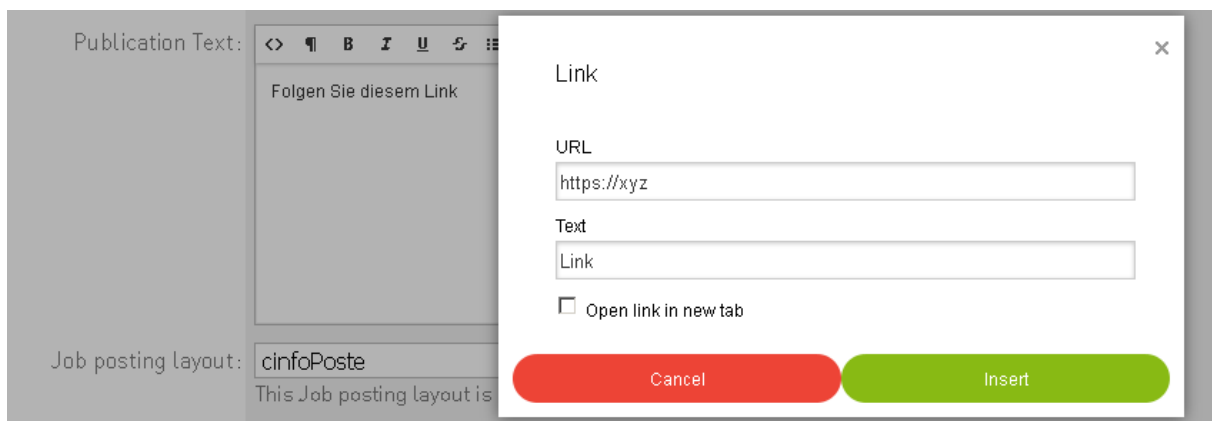
☰ Unordered List: Unordered list/enumeration

☰ Ordered List: Ordered list/enumeration

☰ ☰ < Outdent: Decrease outdent / **> Indent:** Increase indent

🖼️ 📺 Insert Image / Video: Insert image or video

🔗 Link: Add a hyperlink



The highlighted text will automatically appear in the box labeled «text». Under «URL» you can past your link as desired. Select «open link in new tab» and save the hyperlink by clicking on «insert».

You can edit (Center) or delete (Unlink) the hyper link by selecting it.

☰ Alignment

Align text to the left

Center text

Align text to the right

Justify text

📄 Table: Insert a table

Job posting layout: Please select «cinfoposte».

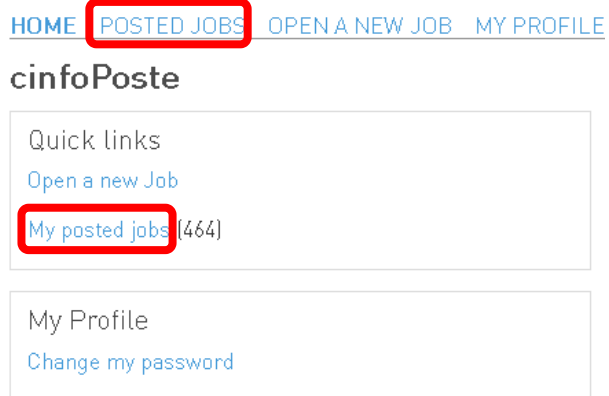
You may click on



Activation by cinfo

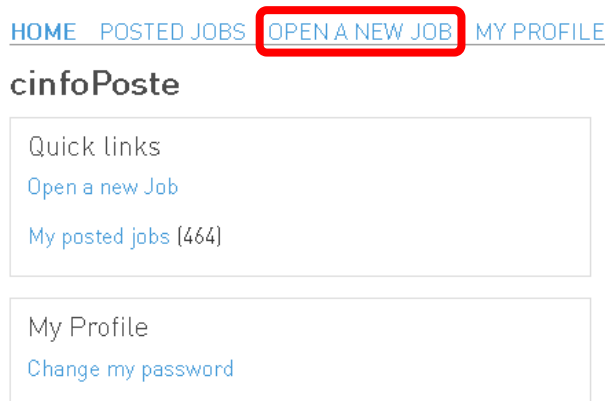
The job vacancy will be reviewed and validated.

In case of validation it will be published under «POSTED JOBS» in the menu bar right under «My posted jobs» on the «quick links»:



The job vacancy can now be viewed publicly on the cinfo-Website under « [Jobs portal](#) ».

In case of a pendant job vacancy it will be listed under «OPEN A NEW JOB» on the menu bar as:



The job vacancy is not yet available on the cinfo-Website under «Jobs portal».

Logout

Select «logout» on your top right.

Annex 1 : Function

Function (one option)	Specifications
Internships	Has to be clearly mentioned in the advertisement
Juniors	<3 years of working experience
Consultants	Has to be mentioned clearly in the advertisement
Professionals with voluntary status	Specialist without IC experience, paid or unpaid, working abroad
Professionals	>3 years of working experience
Leadership	Leading position

Annex 2: Domain

Domain: (search function, three possibilities)	Meaning and examples
Human and Social Sciences	Sociology, political, gender, demographics, ethnology, theology, history, psychology, philosophy, linguistics, ...
Economy and Finance	Public administration, national economy, micro economy, finance, bank, controlling
Law	Law, criminality, justice
Health and Medicine	Chiropractic, human medicine, hygiene, family planning, treatment, nutrition, pharmacy, dental care
Media and Communication	Marketing, Fundraising, PR, advertising, documentation, journalism, events, translation, website
Construction	Architecture, public works, hydraulic works, building (carpenter-joiner, painter, locksmith), reconstruction
Training and Education	Education system, teaching, adult education, curative and specialised pedagogy
Natural Sciences	Environmental sciences, hydrology, Water & Sanitation (WATSAN), biology, geology, climate, geography, physics, chemistry, mathematics, engineering, renewable energy, environmental technics, waste treatment
Social Work	Social work, social pedagogy, animation
Agriculture and Forestry	Agronomics, forestry, rural development, animal production, veterinary
Technology and IT	IT, electronics, mechanics
Leadership and Management	Management, leadership positions
HR and Administration	HR, accounting, administration
Logistics	Warehouse, transport logistics
Other	Art, culture, tourism, ...