



ICARDA

Employment Application IEA

Quick Start Guide – Applicant

Registration

To start using the System please proceed as follows:

1. On ICARDA website click the link “Jobs” or type the URL of the system in your browser:
<http://www.icarda.org/iea/>
2. Click “To create a new account, click here”
3. Fill the registration information and click “Create Account”
4. Your account will be created and you will be taken to the login screen
5. You can login with your information
6. A confirmation email will be sent to you

Logging in to IEA

To login to IEA System, please proceed as follows:

1. On ICARDA website click the link “Jobs” or type the URL of the system in your browser:
<http://www.icarda.org/iea/>
2. Enter the username and password.
3. Click the "Login" button to start accessing the IEA System

Logging out from IEA

To log out from IEA System, Click "logout" link

Losing/Forgetting Username and/or Password

If you forgot your Username and/or Password click the link “If you forget your Login name or Password, click here” then write your email and click “send password” button

My Profile ... How do I?

After logging in:

1. Go to “My Profile” page
2. Fill the available fields with your information (fields marked with * are required) and then click “Submit”
3. Upload your **CV (required)**
4. Upload the **Cover Letter (required for the international recruitment)**
5. Upload any other related document or files under **other file (s)**
6. Uploaded files can be: MS Word, PDF, RTF and each file cannot exceed 1MB
7. **After uploading any file click “Submit” link**
8. Click “Undo” to abandon the last changes before submitting
9. Click “Print” to get your profile information in a PDF file that can be saved and printed by you
10. Click “To unsubscribe click here” link to unsubscribe from the system and remove your profile

Important: You cannot apply to any vacancy unless you complete your profile information

Open Vacancies ... How do I?

After logging in:



International Center for Agricultural Research in Dry Areas (ICARDA)

ICARDA Employment Application

1. Go to “Open Vacancies” page
2. You have two options: International Recruitment and National Recruitment
3. Click the vacancy to display the detailed file of this vacancy
4. Click “Apply” link at the right of the vacancy you want to apply to (you can apply to more than one vacancy)
5. Vacancies you applied for will be displayed with “Applied” status