

How to submit a Vacancy Announcement in MIMU website

The MIMU job submission page is only for non-profit activities of humanitarian and development partners. It does not include for-profit private sector announcements and recruitment for tenders. Myanmar based sites for these are available online.

Please note:

- Agencies upload their own announcements through the MIMU website along with relevant attachments. The announcement is checked by MIMU and will appear online within one working day if there are no issues with the submission.
- Posting of your vacancy notice may be delayed if your organization is not included in the MIMU Contact List. To register for the MIMU Contact List, download and complete the [MIMU Blank Contact Form](#) and send to jobs@themimu.info
- To make any modification after submission, please contact at 01-2305663 Ext 109 or send to jobs@themimu.info.

1. Confirm that your Agency is registered in the MIMU Contact List

Check the Contact Search on the MIMU Home page.

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2. Choose **Submit a Vacancy Notice** under **Jobs** from the right-hand side of Menu bar



3. Add the **Title of the Post** that you want to upload.

Job Title *

4. Choose **Type of Job**, it is for Local position or International one.

Jobs Type *

- Select a value -

5. Add the **Post Location / Duty Station** (eg. Yangon or somewhere else).

Post Location *

6. Click **Browse** button and choose the file that you want to attach. If you have more than one file, please zip them. Then Click **Upload** button.

Job Description *

No file selected.

Files must be less than 100 MB.
Allowed file types: txt pdf xls xlsx doc docx ppt ppxt jpg png zip rar tif.

7. Add your **Organization Acronym**, that will help job seeker to search

Organisation (Acronym ONLY) *

8. Assign the **Job Closing Date** - after this date, the vacancy notice will be automatically removed from the website.

Job Closing Date

Date

08/12/2014

E.g., 08/12/2014

Click the *Date* box and choose the deadline for applications in the calendar. After this your announcement will disappear on the page after that date.

9. Choose the **Type of Closing Date** (Normal, Until candidate identified, As soon as possible)

Closing Date by type *

- Select a value -

10. Fill **Contact Details** for the person in your agency who is authorized to enquire or contact about the submission of this vacancy announcement. Please be noted that all fields must be filled in this section.

Contact Details

Contact Name *

Position *

Organization (Name & Acronym) *

Email *

Phone *

11. Type the **Captcha code** which shows in the image. It may be irritating but it will help us to get more secure inputs.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.



What code is in the image? *

Enter the characters shown in the image.

12. Finally Click **Submit** button

Your submission process is finished, and the system automatically sends to jobs@themimu.info. Once we receive the notification, we start the necessary checking process and allow publishing the post on the page within one working day.

Submit

Preview

13. To **Modify a submission**, please contact 01-2305663 Ext 109 or send to jobs@themimu.info