How to apply for a job at the U.S. Embassy Yangon
Electronic Recruitment Application

How to apply for a job in ERA
1. Click on the U.S. Mission in Yangon, Myanmar’s seeker URL from embassy webpage.
2. Click “Login” to access your account.
3. Login to your ERA account by providing email and password.
4. Click "Return to Job Search" to view current opening vacancies.
5. Click on the hyperlinked opening Announcement that interest you or search an announcement with Magnifying glass.
6. Click “Apply to this vacancy” for a position that interest you.
How to apply for a job in ERA

7. Follow step by step and fill out required information.
How to apply for a job in ERA

8. Fill out required information.

**Procurement Agent (All Interested Applicants)**

**Education**

Enter all that apply. You may be asked to provide a copy of your diploma or certification at the interview phase, or if asked by HR.

* Do you have any education you would like to include?  
  - [ ] Yes
  - [ ] No

1. Education

   * Education Level: Graduate
   * School Name: Dagon University
   * Attended From
     - Month: 03
     - Year: 2012
   * Attended To
     - Month: 10
     - Year: 2016
     - [ ] Current
   * Location: Yangon
   * Degree / Diploma / Certification: Degree
   * Major Subject: English
   * Did you Graduate?  
     - [ ] Yes

[ADD ADDITIONAL EDUCATION (MAX 10)]

- **Job Title:** Administrative Assistant
- **Employer Name:** ANY Logistics Co., Ltd
- **Employer Address:** No.13, 12th Street, Lammadau Township
- **Employer Phone Number:** 01-251120
- **Salary:** USD - United States Dollar
- **Hours Per Week:** 40

**ADD ADDITIONAL WORK EXPERIENCE (MAX 10)**
10. Fill out required information.

1. Language

- **Language**: BURMESE
- **Speaking**: Fluent
- **Reading**: Fluent
- **Writing**: Fluent

2. Language

- **Language**: ENGLISH
- **Speaking**: Good Working Knowledge
- **Reading**: Good Working Knowledge
- **Writing**: Good Working Knowledge

**ADD ADDITIONAL WORK EXPERIENCE (MAX 10)**
11. Save your filled-out information as draft.
12. Check the required box.

**Series**

This position is offered for a single series.

* Please confirm you wish to be considered for these series (Check all that apply.)
  - 0810-Procurement Series

**Grade**

Select the grade level(s) for which you wish to be considered. You will only be considered for the grade level(s) you select.

* Do you wish to be considered for Grade 6?
  - Yes
  - No

**Location**

* Please indicate the locations for which you want to be considered. (Check all that apply.)
  - Rangoon, MM

**Notifications**

Are we allowed to send you email reminders about completing this vacancy before it closes?

- Yes, please send me email reminders about completing this vacancy.
- No, I do not wish to receive email reminders about completing this vacancy.
How to apply for a job in ERA

13. Answer all questions.

Vacancy Questions

Items marked with * are required.

**All Grades Questions**

- **1.** Are you able to legally work in this country?
  - Yes
  - No

- **2.** If yes, tell us more about yourself and if applicable, select the type of permit you currently possess (upload the appropriate paperwork in the Documents section)
  - I am a citizen of this country.
  - I have a work permit.
  - I have a study permit.
  - I have a U.S. diplomatic visa.
  - I am the holder of a non-diplomatic visa.
  - I am the holder of a work and/or residency permit of the host country.
  - None of the above.

- **3.** Are you a current employee of this mission/consulate?
  - Yes
  - No

**Important:** All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.
How to apply for a job in ERA

1. Upload required documents.
15. 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.

#### Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th>TEST APPLICANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:testapplicant123@gmail.com">testapplicant123@gmail.com</a></td>
</tr>
<tr>
<td>Vacancy Announcement</td>
<td>Yangon-2019-41</td>
</tr>
<tr>
<td>Position Title</td>
<td>Procurement Agent (All Interested Applicants)</td>
</tr>
</tbody>
</table>

#### Series/Grades/Location

<table>
<thead>
<tr>
<th>Series</th>
<th>0010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>6</td>
</tr>
<tr>
<td>Location(s):</td>
<td>Rangoon, MM</td>
</tr>
</tbody>
</table>

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**How to apply for a job in ERA**
16. Check the box to certify that all the information you filled out is true, complete and made in good faith. Click “Submit”.
17. Receive confirmation that your application was submitted.

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