



Organizational Profile Creation Guide

Benefits of Complete Profile along organization logo, which include visibility of organization profile and display of logo on Facebook, as shown in image below:

A screenshot of a Facebook page for Pakdevjobs.com. The page header shows the profile picture (the Pakdev JOBS .com logo), the name "Pakdevjobs.com", and the handle "@PakDevJobs". A navigation menu on the left includes "Home", "About", "Reviews", "Photos", "Likes", and "Posts", with a "Create a Page" button at the bottom. The main content area displays a post from "Pakdevjobs.com" dated February 2 at 7:12pm. The post text reads: "Accounts Officer <https://t.co/QCmjzVSLb3> For FREE SMS updates send 'Follow PakDevJobs' to 40404". Below the text is a large image of the HDF logo, which consists of a red and blue circular emblem followed by the letters "HDF" in a large, bold, dark blue font. Underneath the logo is the tagline "helping people help themselves" in a red, sans-serif font. Below the image, the job title "Accounts Officer" is displayed, followed by a paragraph of text: "About Company : For the past 17 years HDF has been fighting extreme poverty through a unique holistic model of development focused on lasting change. The cornerstone of HDF's efforts is it's commitment to work directly with communities..." and a link "PAKDEVJOBS.COM/JOBDESCRIPTION...". The post has 5 likes and a "Top Comments" dropdown menu. On the right side of the page, there are three comment cards from "Nadia Ishaque" with timestamps of January 4 at 5:20pm, 4:28pm, and 4:26pm. Each comment includes a link to the job listing: "https://www.mustakbil.com/jobs/job/160754". At the bottom of the page, there is a language selector showing "English (US)" and other languages, along with links for "Privacy", "Terms", "Advertising", "Ad Choices", "Cookies", and "More", and a copyright notice "Facebook © 2017".

Benefits of posting each job separately and entering all details related to job in the given sections, as this helps users to read all relevant details without downloading attached job description.

Step 1:

Click on **Register Now** Button shown in picture below.

pakdev
JOBS
.com

Opportunities Events Discussion Forum Contact

Note : If you face any problem please write us on Support@pakdevjobs.com

Searching for ... Search

Connecting Right with the Right

pakdev
JOBS
.com

Click Here to Register Register Now Post an Opportunity

Total OPPORTUNITIES 3128 Total opportunities broadcasted till date	EMPLOYERS 358 Registered employers	OPPORTUNITIES 62 Current opportunities	EVENTS 10 Events and Trainings
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Step 2:

Go to New Member section shown in diagram below

1. In **Email** field, type your Valid Email Address. Email Address should be valid because in case of password lost; this email will be used for password recovery.
2. In **Password** field, type your Password.
3. Select user type from drop down list.
4. Click on **Register** Button to proceed.

Note: Already registered users Skip this step.

The screenshot shows the registration page for pakdev JOBS .com. At the top, there is a navigation bar with a 'Login' link. Below it is the site logo and a menu with 'Opportunities', 'Events', 'Discussion Forum', and 'Contact'. A note below the menu reads: 'Note : If you face any problem please write us on Support@pakdevjobs.com'. The main content area is titled 'Sign in / Registration' and includes a 'Home' link and 'Sign in - Registration' text. On the left, the 'EXISTING MEMBERS' section has a 'Sign in to your account' heading, an 'Enter Your Email' field, an 'Enter Your Password' field, and 'Sign in' and 'Forgot Password?' buttons. On the right, the 'NEW MEMBER' section has a heading, a sub-heading 'Please enter the following fields to get register:', and four input fields: an email field containing 'dummy@pakdevjobs.com', a password field with masked characters '.....', an 'Organization' dropdown menu, and a 'Register' button. Four red callout boxes with arrows point to these fields: '1: Type your Registered Email Address' points to the email field, '2: Type your Password' points to the password field, '3: Select User Type from Drop Down' points to the organization dropdown, and '4: Click here to Proceed' points to the Register button.

Step 3:

*All the fields in this form are mandatory.

1. In **Organization Name** field, type your organization name.
2. In **Website** field, type your organization website.
3. In **Upload New Image** field, Upload your organization log. Image format should be .jpg, .jpeg, .png and image size should be greater than 10Kbs and less then 1Mb.
4. In **Registration Law Number** field, Select Registration Law Number from drop down list.
5. In **Registration Date** field, select your organization Registration Date.
6. In **Established Date** field, select your organization Established Date.
7. In **Head Office Address** field, type your organization head office address.
8. In **Country** field, Select country of your organization.
9. In **City** field, Select city of your organization.
10. In **About Organization** field, type your organization details.
11. In **Thematic Area** field, Select your organization Thematic Area or if your desired area is not enlisted, click on enter new.
12. As above point 11.
13. After Selecting or Adding Thematic Areas, click on **Add** to add thematic areas.
14. After filling form, click on **Continue to Step 2**

The screenshot shows a web form titled "1. ORGANIZATION INFORMATION" with a progress bar at the top indicating "Step 1", "Step 2", "Step 3", and "Finished". The form contains the following fields and callouts:

- 1:** Type your Organization Name (Organization Name field)
- 2:** Type your Organization Website (Website field)
- 3:** Upload your Organization Logo (Image upload field)
- 4:** Select Registration Law from drop down list (Registration Law field)
- 5:** Select Registration Date (Registration Date field)
- 6:** Select Registration Date (Established Date field)
- 7:** Type Head Office Address (Head Office Address field)
- 8:** Select Country from drop down list (Country field)
- 9:** Select City from drop down list (City field)
- 10:** Type Organization Detail (About Organization field)
- 11:** Select Main Thematic Area or enter new (Main Area dropdown)
- 12:** Select Thematic Area or enter new (Sub Area dropdown)
- 13:** Press ADD to Add Thematic Area (Add button)
- 14:** Click here to proceed to next step (Continue to Step 2 button)

Main Area	Sub Area	Delete
1 Training & Capacity Building	Capacity Building of Individuals	

Step 4:

*All the fields in this form are mandatory.

1. In **Name of the CEO/ED/President** field, type your Organization CEO/ED/President name.
2. In **Head Telephone Number** field, type your CEO Landline number.
3. In **Head Mobile Number** field, type your CEO Mobile number.
4. In **Head Email Id** field, type your CEO Email Address.
5. In **Focal Person Name** field, type your Focal Person name.
6. In **Telephone Number** field, type your Focal Person Landline number.
7. In **Mobile Number** field, type your Focal Person Mobile number.
8. In **Email Id** field, type your Focal Person Email Address.
9. After filling form, click on **Continue to Step 3**

Step 1 Step 2 Step 3 Finish

2. CONTACT DETAILS

ORGANIZATION HEAD INFO:

1: Type your Organization's CEO Name

Dummy CEO Name

2: Type your CEO Land Line Number

3: Type your CEO Mobile Number

4: Type your CEO Email Address

0512345678 0342134567 dummy@xyz.com

5: Type your Organization Focal Person Name

Dummy Focal Person Name

6: Type your Focal Person Land Line Number

7: Type your Focal Person Mobile Number

8: Type your Focal Person Email Address

9: Click here to proceed to next step

Continue to Step 3

Step 5:

- * If you have Provincial/District/Field offices or any of them then fill this form otherwise press finished button.

Provincial Office Detail:

1. In **Address** field, type your provincial office address.
2. In **Province** field, select Province from drop down list.
3. In **District** field, select District from drop down list.
4. In City field, select City (if it is present dropdown list)
5. Press **Add** button to add provincial address.
6. Press Finished button , which will proceed to your profile.

Note:

Follow the same steps of “Provincial Office Detail” for District and Field office detail.

The screenshot displays the '3. OFFICES DETAILS' form. At the top, a progress bar shows 'Step 3' as the active step. The form is divided into three sections: Provincial Office Detail, District Office Detail, and Field Office Detail. The Provincial Office Detail section is the focus, with annotations for steps 1 through 5. Step 1 points to the address input field containing '123, Street 456'. Step 2 points to the Province dropdown menu showing 'Punjab'. Step 3 points to the District dropdown menu showing 'Jhelum'. Step 4 points to the City dropdown menu showing 'jhelum'. Step 5 points to the 'Add' button. Below the form is a table listing the added provincial addresses. Step 6 points to the 'Finished' button at the bottom right.

Provincial Address	Province	District	City	
1 123, Street 456	Punjab	Jhelum	jhelum	Delete

DISTRICT OFFICE DETAIL:

FIELD OFFICE DETAIL:

6: Click here to Finish Profile → Finished

Your Profile:

ORGANIZATION PORTFOLIO

[Home](#) [Company](#) [Dummy Organization](#)



ORGANIZATION DETAIL

[Update Basic Information](#)

Comany Dummy Organization

Established 01 January 2017

Date

Website www.pakdevjobs.com

[Update Contact Detail](#)



Dummy Organization
Established On : 01 January 2017
Pakistan



ABOUT ORGANIZATION

HRD Network (HRDN) was established in 1999 and was officially registered in 2002 under Societies Registration Act XXI of 1860. It was conceived by Human Resource Development (HRD) professionals as a platform to strengthen individual and institutional capacities to promote sustainable development, enable cross learning, share best practices through networking, piloting innovative models and evidence based policy advocacy. Over the last seventeen years the HRDN emerged as think tank on HRD and a leading Network of Development Sector, which represents around 850 individual professional and more than 140 National and International NGOs, Educational Institutions and Public and

[Update Offices Detail](#)

ORGANIZATION PROVINCIAL OFFICE

	Provincial Address	Province	District	City
1	123, Street 456	Punjab	Jhelum	jhelum

THEMATIC AREAS

	Main Area	Sub Area
1	Training & Capacity Building	Capacity Building of Individuals
2	Video Documentaries	Video & Multimedia

JOBS

Thank You