• Preferred Browser- Google chrome and Mozilla Firefox.

• Visit KPC website [www.kpc.co.ke](http://www.kpc.co.ke)

• Click Career Opportunity
• On Career opportunity page, click E_Recruitment Portal
• Click on **Accept** to continue.
• If you are accessing the portal for the first time click on **Create Account** to register.
- Enter your details in the required fields and click **Create**.
- Click **Accept** to continue.
- A Login page will appear.
• Input your ID Number as Username and password to log in.

• Click on Forgot Password to reset/change your password in case you have forgotten
• On successful logon, a list of advertised jobs will appear.
• Click View link to access the respective jobs descriptions.
• To apply for the position you need to create your Profile by clicking My Profile link.
- Fill all the applicable details
- All uploads should be in pdf
- Save your details before clicking on the **next** button.
- You can add as many qualification as possible by filling the details and clicking **Save** button.
• To submit your application, Click the respective **Apply** button.

• A window will appear asking you to confirm that you are ready to submit.

*NB:*  
**YOU CAN STILL EDIT YOUR APPLICATION BEFORE THE DEADLINE DATE OF SUBMITION**  
*BY EDITING YOUR PROFILE*
• You can view the positions you have applied by clicking Jobs Applied link.
Thank You