

Como Candidatar-se a uma Vaga Via Taleo?

Passo 1

Clique no link abaixo:

[Oportunidades de Carreira.](#)

Posicione o cursor por cima da posição a que pretende candidatar-se e clique;

Welcome. You are not signed in. Sign In

Job Search My Jobpage

Keyword Location View All Jobs
Advanced Search

Job Openings 1 - 5 of 5 RSS:

▼ Posting Date

▼ Job Field

Category

IT/Technology (3)

Finance (2)

See all job fields

► Job Type

▼ Job Schedule

Full-time (5)

▼ Job Level

Experienced Professional (2)

Manager (2)

Entry Level (1)

Save this Search Multi-line

Sort by Jobs available in:

Requisition Title	Location	Posting Date	Actions
<u>Assistant Accountant: Account Receivable</u>	Mozambique-Maputo Head Office - Mozambique	20-Jul-16	<input type="button" value="Apply"/>
Manager: Financial Planning and Analysis	Mozambique-Maputo Head Office - Mozambique	20-Jul-16	<input type="button" value="Apply"/>
PS Core Engineer	Mozambique-Maputo Head Office - Mozambique	20-Jul-16	<input type="button" value="Apply"/>
Senior Specialist: PS Core Engineer	Mozambique-Maputo Head Office - Mozambique	20-Jul-16	<input type="button" value="Apply"/>
Switch Engineer: Core Switching	Mozambique-Maputo Head Office - Mozambique	20-Jul-16	<input type="button" value="Apply"/>

Previous **1** Next

Passo 2

Confirme se as suas qualificações e experiência correspondem aos requisitos exigidos pela posição e clique em “Apply Online”

Assistant Accountant: Account Receivable - EDI00005G

PRINCIPAIS TAREFAS E RESPONSABILIDADES

- Elaborar reconciliações diárias das activações e Vendas de recargas entre os sistemas de Facturação e de Contabilidade;
- Assistir ao Departamento de Facturação, Supplier Chain e Revenue Assurance fornecendo a informação produzida no sistema de contabilidade, sempre que solicitada, para efeitos de reconciliação de recargas;
- Efectuar alocações diárias entre as facturas e os recibos das Vendas das Lojas;
- Efectuar ajustamentos solicitados pelo Credit Control, nas contas de Subscritores;
- Auxiliar na reconciliação das Contas dos Parceiros de Roaming;
- Efectuar a reconciliação de todas as contas sob a sua responsabilidade
- Auxiliar o cumprimento dos procedimentos de controlo interno associados a Secção de Recebimentos;
- Auxiliar na implementação de processos de controlo para o melhor funcionamento do Departamento;
- Elaborar relatórios semanais e mensais.

QUALIFICAÇÕES E EXPERIÊNCIA

- Licenciatura em Gestão ou Contabilidade (essencial);
- Noções básicas de Normas Internacionais de Relato Financeiro;
- Experiência no contacto com Clientes.

COMPETÊNCIAS E APTIDÕES

- Capacidade de comunicação oral e escrita (Português e Inglês);
- Espírito de trabalho em equipa;
- Capacidade de expressar opiniões livremente;
- Capacidade de trabalhar sob mínima supervisão;
- Responsabilidade e flexibilidade;
- Habilidade para organizar e planear.

Location : Edifício Vodacom Rua dos Desportistas, Numero 649 Maputo
Job Type : Full-time
Employment Type : Permanent
Closing Date : 27-Jul-16, 11:59:00 PM

[Apply Online](#) [Add to My Job Cart](#) [SHARE](#) [Facebook](#) [Twitter](#) [Email](#) [Print](#)

Passo 3

Certifique se a língua seleccionada é “English” e Aceite os Termos e Condições clicando “I Accept”

Welcome. You are not signed in. [Sign In](#)

[Job Search](#)

[Printable Format](#)

Privacy Agreement

Select a language

English

PRIVACY NOTICE FOR RECRUITMENT PLATFORM

This recruitment platform is controlled by Vodafone Group Services Limited. We are providing this short privacy statement to explain how the personal information that you are asked to submit will be used by us and by other companies in the Vodafone corporate family.

1. If you register a general interest in pursuing a career with Vodafone, the information that you provide will be retained in a data base that can be searched by people who are employed by Vodafone to help us fill vacancies.
2. If you are applying for a specific vacancy, the information you provide will be shared with the relevant Vodafone company so that they can assess and progress your job application. Of course, if you apply for more than one vacancy, your information will be shared with each Vodafone company that you have applied to. For more information about the privacy practices of each Vodafone company, please click here and select the website for the Vodafone company that has the vacancy or vacancies that you are interested in. If you register for a specific vacancy, the information that you will provide will be retained so that we can consider you for future suitable vacancies (see point 1 above).

Removing Personal Data from the System


Whether you have applied for a specific vacancy or have registered a general interest in a career with Vodafone, you can contact us at any time and ask for your information to be removed.

We will anonymise your information in accordance with our retention policy and retain those anonymised records so that we can create management information and reports - for example, so that we can understand how men/women applied for roles with Vodafone in the past 12 months. Once those records are anonymised, they cannot be included in any searches made for suitable candidates for a vacancy.

[I Accept](#) [I Decline](#)

Passo 4

Welcome. You are not signed in.

 Job Search

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login".

Mandatory fields are marked with an asterisk.

* User Name

or Sign in with:



* Password

[Forgot your user name?](#)

[Forgot your password?](#)

Login

New User

Passo 5

Crie o seu User Name e Password para se registar, bastando para tal clicar em [New User Registration](#) e preencher os campos.

New User Registration

Your password needs to comply with the following requirements.
It must contain at least:

- 2 letters (a to z)
- 1 number characters (0 to 9)
- 1 capital letter (A to Z)
- 1 special character from the following set: ! ~ \$ % & () * + , - . / : ; < = > ? @ [\] _ ' { | } ~
- It must not contain...
- More than 2 identical consecutive characters (AAA, iii, \$\$\$\$...)
- Your user name, first name, last name or email address

Mandatory fields are marked with an asterisk.

* User Name

Coloque o seu nome ou um nome com que se identifique, para não esquecer

* Password

Siga cuidadosamente as instruções acima para criação de password

* Re-enter Password

Repita a password

* Email Address

Coloque o email onde vai receber a correspondência

Register

Cancel

Click Register

Deve guardar o seu User Name e Password para usa-lo sempre que quezer aceder ao link [Oportunidades de Carreira](#).

Passo 6 - 1

Preencha a informação requerida nos campos abaixo. Pode optar por importar os seus dados do LinkedIn

Job Search My Jobpage

Applying for: Assistant Accountant: Account Receivable (Job Number: EDI00005G)

Build Your Profile Your Personal Information Your Documents Review and Submit


Save and Continue Save as Draft

Build Your Profile

Profile Upload

You can submit personal and professional information by uploading a resume or by uploading a profile through a third-party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps. If you do not upload a profile or a resume, you will need to fill out the online submission manually.

Upload data from



Or upload a resume

Select the resume file to upload

Browse...

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

No thanks, I will fill out the online submission manually

Uploading a profile

To upload a profile through a third-party service, select the radio button next to the relevant service icon. The system imports the data included in the third-party profile. Once the process is complete, you must review the imported data.

Uploading a resume

To upload a resume, click "Browse" and select the relevant file. The system uploads the file and extracts some data included in the resume. Once the uploading process is complete, you must verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

Save and Continue Save as Draft

OU

Anexar o seu CV (Resume)

Applying for: Assistant Accountant: Account Receivable (Job Number: EDI00005G)

Build Your Profile Your Personal Information Your Documents Review and Submit


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Build Your Profile

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Save and Continue Save as Draft

Passo 6 - 2

Preencha as suas informações pessoais nos campos indicados e clique em **Save and Continue**

Applying for: Assistant Accountant: Account Receivable (Job Number: EDI00005G) Step 2 out of 4 | Print/Email

Build Your Profile > **Your Personal Information** > Your Documents > Review and Submit

Save and Continue **Save as Draft**

Your Personal Information

Mandatory fields are marked with an asterisk. *

Personal Information

Please enter all relevant personal information in the fields below.

* Title
Ms

First Name: Josefina Middle Name: Last Name: Bernardo

Preferred Name:

* City: Maputo County/State/Province: Area/Post Code: B49

* Country: Mozambique Search

* Primary Number: Mobile Phone

Mobile Phone Number: +258840900115 Home Phone Number: Work Phone Number:

* Email Address: mar.pedro@vm.co.mz

ID or Passport Number:

Enter your ID or Passport Number

Job Posting Notification

Tick this box if you would like to be notified of any future positions that match your profile.

Send an email notification whenever a new position matching this profile is posted.

Basic Profile Information

Indicate the employment preferences, conditions and interests in the fields below.

Band: Notice Period: Not Specified

Employment Type: Not Specified

Annual Salary Expectation: Currency: Not Specified

* Job Type: Full-time Part-time

* Job Level: Entry Level Team Leader Experienced Professional Manager Executive

Save and Continue **Save as Draft**

Email Notifications

When you select the checkbox, the system sends an email notification whenever a new position matching the profile is posted.

Passo 6 – 3

Anexe os seus documentos de suporte a candidatura (ex.: Carta de candidatura, Certificado de Habilitações ou Diploma, etc.) e clique **Save and Continue**

Job Search | My Jobpage

Applying for: Assistant Accountant: Account Receivable (Job Number: EDI00005G)

Build Your Profile → Your Personal Information → **Your Documents** → Review and Submit

Save and Continue | Save as Draft

Your Documents

Mandatory fields are marked with an asterisk.*

* Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

B:\Carta de Candidat Browse...

Comments about the file

Attach

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job application. Also, please indicate which of the attached documents is your Resume.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CURRICULUM VITAE job port Actual.docx	26-07-16	This file includes a resume from which basic candidate information has been extracted.	Delete

Save and Continue | Save as Draft

Tips

You cannot attach a file that exceeds the allocated limit of 2048 kilobytes.

You can attach a maximum of 5 files, one at a time.

The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (.zip).

Attaching files

To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".

Deleting files

To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the corresponding "Delete" button.

Passo 6 - 4

Verifique se a informação submetida é correcta e completa e clique em **Submit** para submeter a candidatura

Job Search My Jobpage

Applying for: Assistant Accountant: Account Receivable (Job Number: EDI00005G)

Build Your Profile > Your Personal Information > Your Documents > **Review and Submit**

Submit Save as Draft

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Your Personal Information | Edit

Personal Information

Marta Pedro
2A F2 Bairro Polana Cimento
Maputo, 649
Mozambique
marta.pedro@vm.co.mz

Title Ms

Preferred Name

County/State/Province

Country Mozambique

Primary Number Mobile Phone

Mobile Phone Number +258840900113

Home Phone Number

Work Phone Number

ID or Passport Number

Job Posting Notification

Send an email notification whenever a new position matching this profile is posted. No

Basic Profile Information

Band

Notice Period

Employment Type

Annual Salary Expectation

Currency

Job Type Full-time

Job Level Entry Level Executive


Your Documents | Edit

Attachments

Relevant Files	Resume	File Name	Date	Comments
Yes	Yes	CURRICULUM VITAE Actual.docx	28-07-18	This file includes a resume from which basic candidate information has been extracted.
Yes	No	Carta de Candidatura	28-07-18	

Submit Save as Draft

Após a submissão da candidatura receberá a seguinte mensagem de confirmação



We're at our best when you're at yours.

Vodafone
Power to you

Marta Pedro, you are signed in. [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) [My Jobpage](#)

Thank You

Process completed

Thank you for submitting your application. If your profile meets the requirements of the role, a member of the Resourcing Team will contact you soon.

[Applications](#) | [View your profile](#)