



Petroleum Hub
Development
Corporation

GHANA'S PETROLEUM HUB PROJECT

Africa's First Petroleum and Petrochemical Complex

DATA REPOSITORY FAQs

Empowering users with clear, concise, and accessible information to ensure confidence and seamless engagement



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DATA REPOSITORY FAQs

Providing clear, concise answers to empower users and ensure seamless engagement.

ABOUT US

COMMITTED TO GIVE INVESTORS EXCELLENT SERVICE IN A SAFE ENVIRONMENT.

The PHDC is established by an Act of Parliament to promote and develop a Petroleum and Petrochemical Hub in Ghana.

Act 1053

OUR VISION & MISSION

VISION

To be the Petroleum Hub of choice

MISSION

To promote and develop a competitive, sustainable and enabling environment for investments in the midstream and downstream petroleum industry



FAQs

1. What is the purpose of the PHub job portal platform?
 - **Response:** The job portal platform is designed to connect job seekers with potential employers. It allows users to search and apply for jobs, upload their resumes, and receive notifications about relevant job opportunities. Employers can also post job listings, review applications, and manage recruitment.

2. How Do I Create an account?

- **Response for Mobile:**

Download “**phub jobs**” app from Google play store or App store. To create an account from an android or an iPhone, click the "Sign Up" button on the homepage and provide your telephone number for verification and fill in your personal details such as email address and password. After submitting the form, you'll receive a notification to login.

- **Response for USSD:**

To create an account via USSD, dial ***7432#** and choose '1' to register and follow the prompts to fill in your personal details. After submitting your information, you'll receive a notification with an auto-generated email and password to sign onto the web or mobile.

- **Response for Web App:**

To create an account via the web, use the following URL **<https://phubjobs.phdc.gov.gh>** Click the "Sign Up" button on the homepage and provide your telephone number for verification and fill in your personal details such as email address and password. After submitting the form, you'll receive a notification to login.

3. Can I upload my resume on the platform?

- **Response:**

Yes, you can upload your resume in various formats such as PDF, Word, Images, or text files. Once uploaded, your resume will be stored in your profile for easy access and submission to job listings.

4. How do I search for jobs?

- **Response:** You can search for jobs by entering keywords of job titles into the search bar and select jobs through the filter button on your right.

5. Is there a fee to use the platform?

- **Response:** No, the platform is free for job seekers to search for jobs and apply for positions.

6. How do I apply for jobs on the platform?

- **Response:** To apply for a job, first ensure that you are logged into your account. On the web, locate “jobs available to you”, select the job you want to apply for and click on it for job details then scroll down and click on “APPLY”. Using the mobile app, locate “jobs”, swipe through to see the available jobs then click on “view job” to view the job details then click on “apply for job” then click “submit application”.

Using the USSD, dial ***7432#** choose option 2 “Browse jobs”, select your preferred job and click on it then choose the next option “apply”.

7. How do I know if my application was successful?

- **Response:** After applying, you will receive a notification indicating that your application was successful.

8. Can I save job listings for later?

- **Response:** Yes, you can save job listings to your account by clicking the "Bookmark" button on the job post. You can view saved jobs in the profile “section of your account.

9. How do I update my profile information?

- **Response:** To update your profile, log into your account, go to your profile settings, and edit your personal information, work experience, education, and skills. Don't forget to save the changes once you're done.

10. How do I delete my account?

- **Response:** To delete your account, locate profile on the mobile app and scroll to the bottom and click the button "delete user account" to delete or deactivate your account. Using the web, locate "accounts" click on "security" then "delete account". Please note that once deleted, your data will be permanently removed and cannot be recovered.

11. I forgot my password. How can I reset it?

- **Response:** Click the "Forgot Password" link on the login page. Enter your registered email address or your telephone number, and you will receive an OTP (Code) to verify the user. Follow the instructions in the email to create a new password.

12. How do employers contact me?

- **Response:** Employers can contact you via email or the telephone number you provided during registration. Make sure your contact information is up to date.

13. Can I track the progress of my job applications?

- **Response:** Yes, you can track your job applications on the landing page. Locating the job you applied for, there will be a green pill indicating the progress of your application.

14. What should I do if I encounter technical issues with the platform?

- **Response:** If you experience any technical issues, please contact our customer support team via the "Contact Us" section on the login page. We'll assist you as quickly as possible to resolve the issue.

15. How do I increase my chances of getting hired?

- **Response:** To increase your chances, make sure your profile is complete, upload a professional resume, and apply to jobs that match your skills and experience.

16. I applied on the portal, but no longer want to proceed. What do I do

- **Response:** You can terminate your application by clicking on the job you applied for, scroll to the bottom and locate terminate and click on it.

17. Can I save my application and complete it later?

- **Response:** Yes, you can. On signing up, a “Save” button is provided to save and continue your application later.

18.. Are there opportunities for professional development and training.

- **Response:** Yes, there're opportunities for everybody as we'll be creating avenues for direct and indirect jobs as well as trainings.

FAQs

19. What should I do if I haven't heard back from an application?

- **Response:** Due to the number of applicants, we appreciate your patience while our recruiters review your background. You will be contacted if there's a match for an active position.

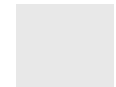
20. What documents do I need during application.

- **Response:** As a job seeker, you will need basic bio data for yourself as well as a valid national ID and a valid certificate.

DISCLAIMER

Disclaimer

The Petroleum Hub Development Corporation (PHDC) does not request or accept any form of payment or financial compensation for job placements, training enrollments, or any other opportunities offered through the Data Repository platform or its associated services.



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