

Job Profiler

- [How To Add a Programme To a Job Profile](#)

How To Add a Programme To a Job Profile

How to get there?

Click on System Administration (1), then with you cursor hover over Modules (2) | Job Management (3) | Job Profiler (4).

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What to do?

- Insert the title of the Job Profile (1).
- Click on the Search (2) button to search.
- Select the Click here to...(3) to access the drop down.
- Click on the View (4) button.

The screenshot shows the 'Job Profile List' interface. At the top, there is a search form with fields for 'Job Code', 'Job Title', 'Compiler', and 'Lock Status'. The 'Job Title' field contains 'business analyst' and is marked with a red circle and the number 1. Below the search form are buttons for 'Search', 'Clear', and 'Position Search'. The 'Search' button is marked with a red circle and the number 2. Below the search form are buttons for 'Add new Profile', 'View printable version', and 'Add new Profile (Quick Add)'. The 'Total number of Profiles: 2' is displayed on the right. Below the buttons is a table with columns: Action, Code, Title, Number of Positions, Number of Vacant Positions, Administration Status, Version, Compiler, Lock Status, Locked By, and Print. The table has two rows. The first row has 'Business Analyst' as the title and '26' as the number of positions. The second row has 'Junior Business Analyst' as the title and '1' as the number of positions. A dropdown menu is open over the first row, with 'Click here to...' marked with a red circle and the number 3. The 'View' option in the dropdown is marked with a red circle and the number 4.

Action	Code	Title	Number of Positions	Number of Vacant Positions	Administration Status	Version	Compiler	Lock Status	Locked By	Print
Click here to...	23	Business Analyst	26	6	Distributed to all stakeholders	1		Locked	Christiaan Venter	
View		Junior Business Analyst	1	0	Distributed to all stakeholders	1		Locked	Lee-Ann Janse van Rensburg	

Note: Before you will be able to edit the Job Profile you will have to select Unlock Profile (5).

Tip: If you select the Unlock Profile Button you will have locked the Profile for other administrators and your user name(6) will be displayed next to the Locked text.

Home

Profile Search

Job Profile

← Unlock Profile 5

Profile Detail

Notes

Documents

Positions(104)

Output Profile

Requirements Profile

Qualifications

Training Interventions

PDP Performance Tar

Professional Status

Experience

Skills

Competencies

Knowledge And Skills

Company Values

Refresh Menu

Administration

Profile Detail

Identifies where the generic job fits into the organisation in terms of occupational level and category as well as role/grade level and compensation policy applied.

[Locked - Christiaan Venter] 6

Job Title: Business Analyst

Job Code: 23

Version: Version 1

Job Profile Details (Version 1)

Allow adding on positions while inheriting

Job Title	Business Analyst	* (239/255)
Job Code	23	(253/255)
Secondary Job Title		(255/255)
Occupational Domain	Specialist, technical, junior management, supervisor, foreman, superintendent	
Occupational Level	Professionals	
OFO Code		 

- Once the Job Profile is unlocked expand the Requirements Profile (7).
- Select Programmes (8).
- Click on the Add a Programme (9) button.

Home

Profile Search

Job Profile

- Positions (104)
- Output Profile
- Requirements Profile**
- Qualifications
- Training Interventions
- PDP Performance Tar
- Professional Status
- Experience
- Skills
- Competencies
- Knowledge And Skills
- Personal Attributes
- Driving Licence
- Programmes**
- Unit Standards
- Licences

Company Values

Refresh Menu

Administration

Programmes

From the Programmes library, select the programmes that should form part of this job/position's training requirements.

[Locked - Signify Signify]

Job Title: Business Analyst

Job Code: 23

Version: Version 1

Add a Programme **Delete Programmes**

Action	Code	Title
View / Edit	Sch9_Pg1	Schema 9 Programme 1 - Competent Badge Valid Forever

Save

- Select the Programme that you would like to add (10).
- Then click on Save (11).

SELECT FROM EXISTING PROGRAMMES

Search Hide

Code Title

Q Search

Save Close

Select	Code	Title	Type	To Be Used By
<input type="checkbox"/>	101	AM Skills Programme	Skills Programme	All
<input type="checkbox"/>	0001	Moderation Type P	Skills Programme	All
<input checked="" type="checkbox"/>	SCH4_Prog1	SCH 4 Programme 1 - Badge when Competent	Skills Programme	All
<input type="checkbox"/>	SCH4_Prg2	SCH 4 Programme 2 - Badge when Completed	Skills Programme	All