

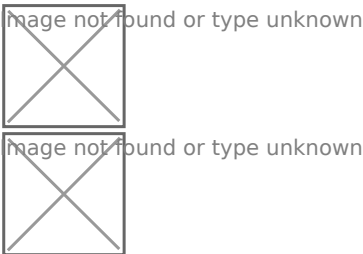
# Job Profiler

- [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).



## 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.

Job Profile List

Job Profile Search

Job Code

Job Title

Administration Status

Compiler

Lock Status

1

business analyst

▼

All

2

Search

Clear

Position Search

Add new Profile

View printable version

Add new Profile (Quick Add)

Total number of Profiles: 2

| Action | Code | Title                   | Number of Positions | Number of Vacant Positions | Administration Status           | Version | Compiler | Lock Status | Locked By                  | Print |
|--------|------|-------------------------|---------------------|----------------------------|---------------------------------|---------|----------|-------------|----------------------------|-------|
| 3      | 23   | Business Analyst        | 26                  | 6                          | Distributed to all stakeholders | 1       |          | Locked      | Christiaan Venter          |       |
| 4      |      | Junior Business Analyst | 1                   | 0                          | Distributed to all stakeholders | 1       |          | Locked      | Lee-Ann Janse van Rensburg |       |

Click here to...

View

Go to Job's Positions

Copy

Print Profile

Close

**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  |
|-----------------------------|----------|--|
| <a href="#">View / Edit</a> | 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

11

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           |