

# How to get there?

image not found or type unknown

image not found or type unknown

- 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:

Total number of Profiles: 2

| Action                             | Code | Title                   | Number of Positions | Number of Vacant Positions | Administration Status           | Version | Compiler | Lock Status | Locked By                  | Print |
|------------------------------------|------|-------------------------|---------------------|----------------------------|---------------------------------|---------|----------|-------------|----------------------------|-------|
| <a href="#">Click here to View</a> | 23   | Business Analyst        | 26                  | 6                          | Distributed to all stakeholders | 1       |          | Locked      | Christiaan Venter          |       |
| <a href="#">Click here to View</a> |      | 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.

The screenshot displays a web application interface for managing job profiles. On the left is a navigation menu with options: Home, Profile Search, Job Profile, Company Values, Refresh Menu, and Administration. The 'Job Profile' section is expanded, showing sub-options: Unlock Profile (marked with a red circle and '5'), Profile Detail, Notes, Documents, Positions(104), Output Profile, and Requirements Profile. The main content area is titled 'Profile Detail' and includes a user icon and a red box labeled '[Locked - Christiaan Venter]' (marked with a red circle and '6'). Below this, the 'Job Title' is 'Business Analyst', 'Job Code' is '23', and 'Version' is 'Version 1'. A section titled 'Job Profile Details (Version 1)' contains a form with the following fields: 'Allow adding on positions while inheriting' (checkbox), 'Job Title' (text box with 'Business Analyst' and a character count '\* (239/255)'), 'Job Code' (text box with '23' and a character count '(253/255)'), 'Secondary Job Title' (text box with a character count '(255/255)'), 'Occupational Domain' (dropdown menu with 'Specialist, technical, junior management, supervisor, foreman, superintendent'), 'Occupational Level' (dropdown menu with 'Professionals'), and 'OFO Code' (text box with a character count '(255/255)' and a refresh button).

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: (255/255)

- 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** (7)

Qualifications

Training Interventions

PDP Performance Tar

Professional Status

Experience

Skills

Competencies

Knowledge And Skills

Personal Attributes

Driving Licence

**Programmes** (8)

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 (9)

**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**

**Save** **Close** (11)

| 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"/> (10) | 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           |

Revision #1

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