

## 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 Go to Job's Positions</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.

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** (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** (11) 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"/> (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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