

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
Click here to View	23	Business Analyst	26	6	Distributed to all stakeholders	1		Locked	Christiaan Venter	
Click here to Go to Job's Positions		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: Profile Detail, Notes, Documents, Positions(104), Output Profile, and Requirements Profile. The 'Unlock Profile' button is highlighted with a red circle and a yellow circle containing the number 5. The main content area is titled 'Profile Detail' and includes a user icon. Below the title, a message states: '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.' A red box highlights the text '[Locked - Christiaan Venter]' with a yellow circle containing the number 6. Below this, the current profile details are shown: Job Title: Business Analyst, Job Code: 23, and Version: Version 1. The 'Job Profile Details (Version 1)' section contains a form with the following fields: 'Allow adding on positions while inheriting' (checkbox), 'Job Title' (text input with value 'Business Analyst' and a character count '* (239/255)'), 'Job Code' (text input with value '23' and a character count '(253/255)'), 'Secondary Job Title' (text input with a character count '(255/255)'), 'Occupational Domain' (dropdown menu with value 'Specialist, technical, junior management, supervisor, foreman, superintendent'), 'Occupational Level' (dropdown menu with value 'Professionals'), and 'OFO Code' (text input with a character count '(255/255)' and a blue circular arrow icon).

Job Profile Details (Version 1)	
<input type="checkbox"/> 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
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** (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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