

# Access the Job and Position Library

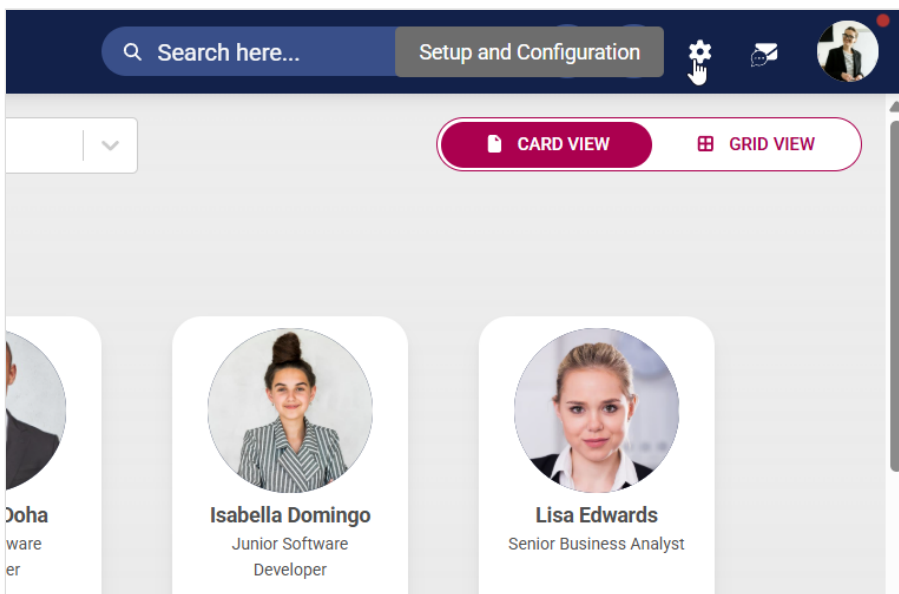
After establishing the organisational structure, we can proceed with creating job titles and positions using the **Job Management** functionality.

In **People Management**, job titles, job positions, and roles serve different but connected purposes.

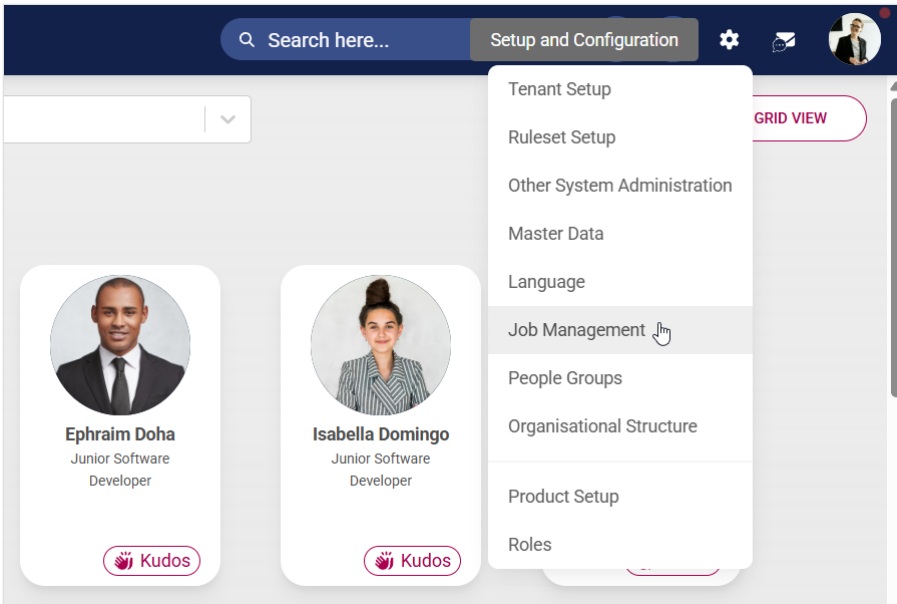
- A **job title** defines the type of work or function.
- A **job position** is a specific instance of that job title within the organisational structure and can be assigned to an employee. A job title can have many job positions.
- A **role** defines what a user is allowed to do in the system based on permissions and access levels.

Let us proceed with adding a job to the **Job Library**.

- Click the **gear icon** to access the **Setup and Configuration** menu.



- Select **Job Management** from the drop-down menu.



- This screen shows all the job titles, positions, and vacancies within your organisation.

ACTIVE	CODE	TITLE	FILLED	VACANT	INACTIVE	LOCK STATUS
✓	311328	Support User	1	0	0	
✓	519058	Support User	1	0	0	
✓	Adm01	Administrator	1	0	0	
✓	BA001	Business Analysis Manager	1	0	0	
✓	CD001	Content Developer	1	0	0	
✓	COO001	Chief of Operations (COO)	1	0	0	
✓	DD001	Development Manager	1	0	0	
✓	EL001	eLearning Manager	1	0	0	
✓	GD001	Graphic Designer	1	0	0	

- Click **+NEW JOB TITLE** to add a new job title.



- The **Job Details** screen will appear.
  - Enter the job title and job code.

- If the **master data** for the occupational category, occupational level, OFO code, and job grade data fields has been set up, you can select the appropriate data from the drop-down menus. To learn more about master data, navigate to the [Master Data Maintenance](#) part of this chapter.
- You can toggle the **Critical Job** switch on and off as required.
- Toggle to enable new registrants to select this job title when registering on the system.
- Other additional information about the job title can be added, but is not required.

Click **SAVE** when you are finished or click **CANCEL** to discard your edits.

The screenshot shows a web interface for 'Job Management'. The main content area is titled 'GENERAL' and contains a 'JOB DETAILS' section. This section has several input fields: 'Job Title \*', 'Job Code \*', 'Occupational Category', 'Occupational Level', 'OFO Code', and 'Job Grade'. Below these fields are two toggle switches: 'Critical Job' and 'Available on registration page'. Underneath the 'JOB DETAILS' section is an 'ADDITIONAL INFORMATION' section with a 'Purpose' field containing the text 'The Purpose of this Job...'. At the bottom of the form are two buttons: 'SAVE' and 'CANCEL'.

- A message will appear to confirm the successful creation of the job title.

This screenshot shows a confirmation message overlaying the bottom of the form. The message is a dark grey box with the text 'Created successfully.' and a green 'DISMISS' button. Below the message, the 'SAVE', 'CANCEL', and 'PUBLISH' buttons from the previous screenshot are visible.

- After saving the new job title, click **PUBLISH** to finalise and share it.

The screenshot shows a web interface with a sidebar on the left containing several icons. The main content area is titled 'ADDITIONAL INFORMATION'. Underneath, there is a section labeled 'Purpose' with a text input field containing the placeholder text 'The Purpose of this Job...'. At the bottom of this section, there are three buttons: a red 'SAVE' button, a grey 'CANCEL' button, and a red 'PUBLISH' button with a hand cursor icon over it.

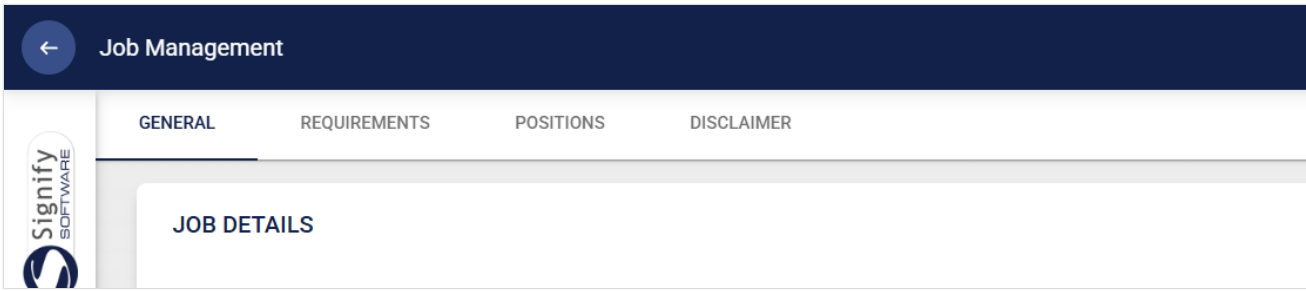
- Toggle to confirm that you acknowledge and agree to the changes, then click **PUBLISH**.

The screenshot shows a modal dialog box titled 'Publish Job Details?'. The text inside reads: 'Once published, Job Details will be made visible to other users with the similar access rights.' Below this text is a toggle switch that is currently turned off, followed by the text 'I acknowledge & agree'. At the bottom right of the dialog, there are two buttons: a red 'CANCEL' button and a grey 'PUBLISH' button.

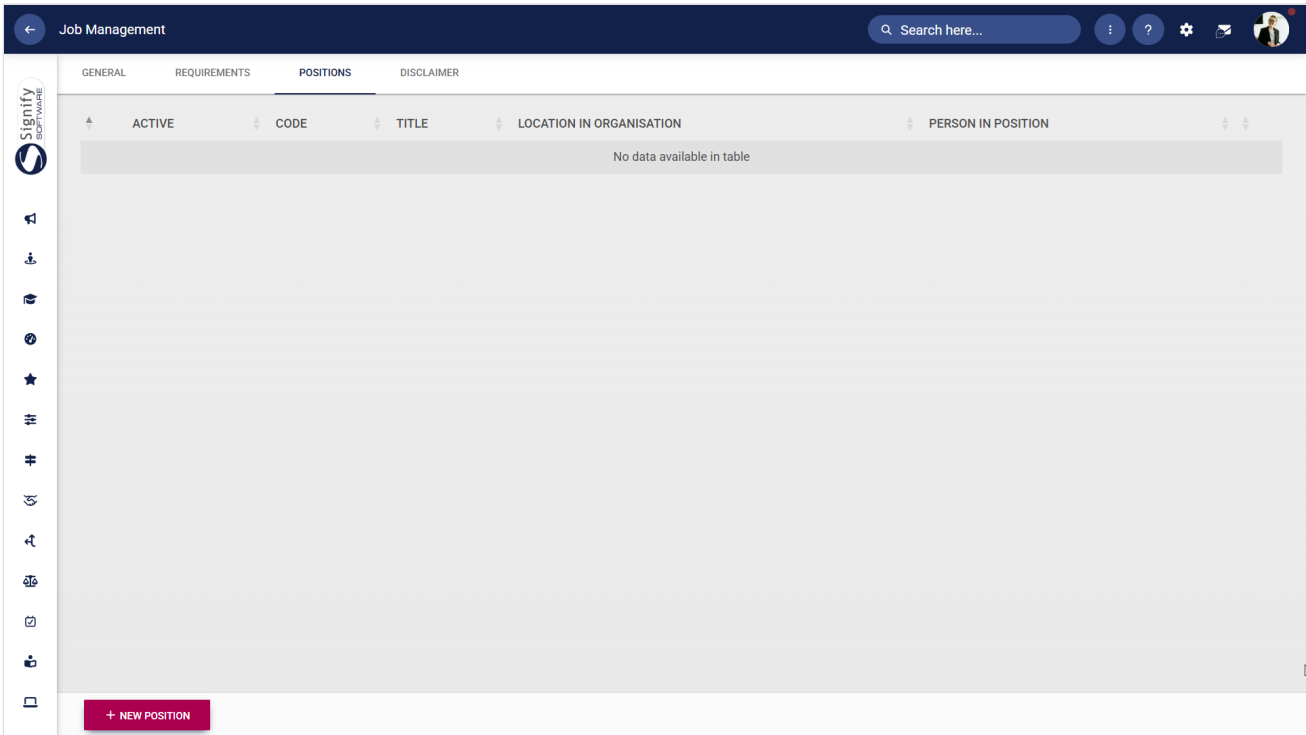
- A message will appear to confirm that the job title was published successfully.

The screenshot shows the same 'ADDITIONAL INFORMATION' form as in the first image. A dark grey notification banner is overlaid at the bottom of the form, containing the text 'Job Profile published successfully.' followed by a green 'DISMISS' button. The 'PUBLISH' button at the bottom of the form is highlighted with a red border.

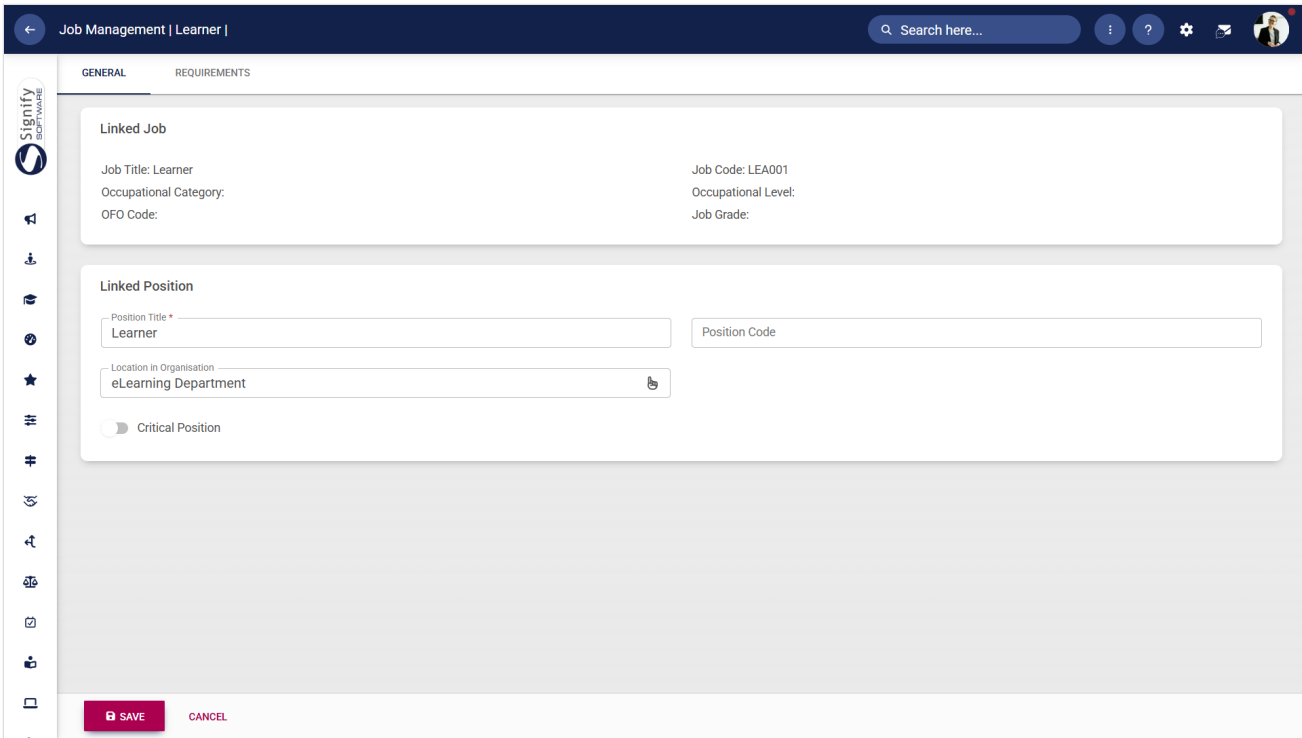
- Once the job title has been created, additional tab options will appear at the top of the screen. You can either set the **Requirements** for the role or click on the **Positions** tab to add new job positions associated with that role. Click on **Positions** to proceed.



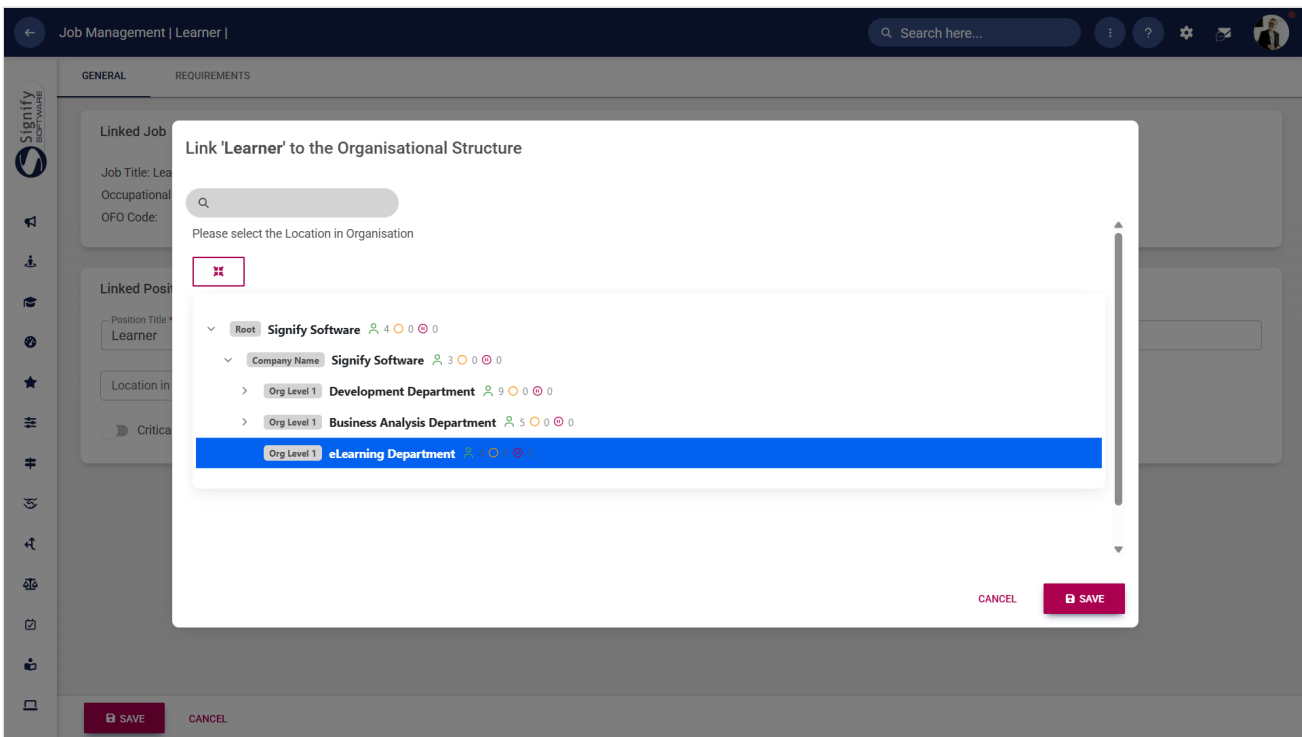
- The current positions linked to the job title will be displayed. Click **+NEW POSITION** to add a new position.



- The **Position Details** screen will appear.
  - Enter the position title. The position code will be automatically generated.
  - Click the **Critical Position** toggle if required.
  - Click the **hand icon** to select the location in the organisation.



- In the pop-up window, select the location in the organisation for this position.
- Click **SAVE** when you are finished or click **CANCEL** to discard your edits.



- The pop-up window will close. Back on the **Position Details** screen, click **SAVE** to save your changes, or click **CANCEL** to discard your edits.

Job Management | Learner |

Search here...

GENERAL REQUIREMENTS

Signify SOFTWARE

**Linked Job**

Job Title: Learner  
Occupational Category:  
OFO Code:

Job Code: LEA001  
Occupational Level:  
Job Grade:

**Linked Position**

Position Title \*  
Learner

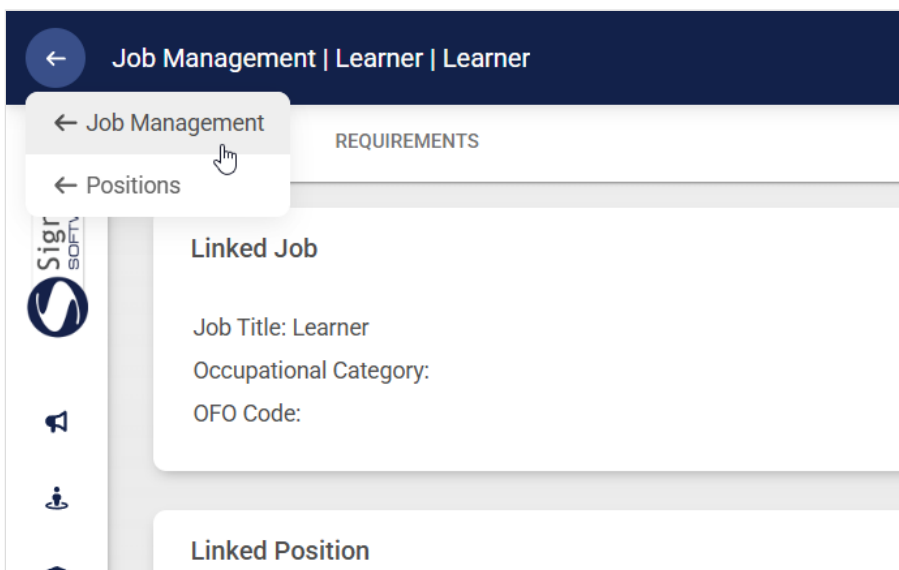
Position Code

Location in Organisation  
eLearning Department

Critical Position

SAVE CANCEL

- You can return to **Job Management** to continue adding job titles and positions as needed.



- This screen shows all the job titles, positions, and vacancies within your organisation.

Job Management Search here...

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✓	CD001	Content Developer	1	0	0	
✓	COO001	Chief of Operations (COO)	1	0	0	
✓	DD001	Development Manager	1	0	0	
✓	EL001	eLearning Manager	1	0	0	
✓	GD001	Graphic Designer	1	0	0	

[+ NEW JOB TITLE](#)



Revision #5

Created 2025-02-03 14:50:20 UTC by Chanan Stenden

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