

# Positions on Job Profiler

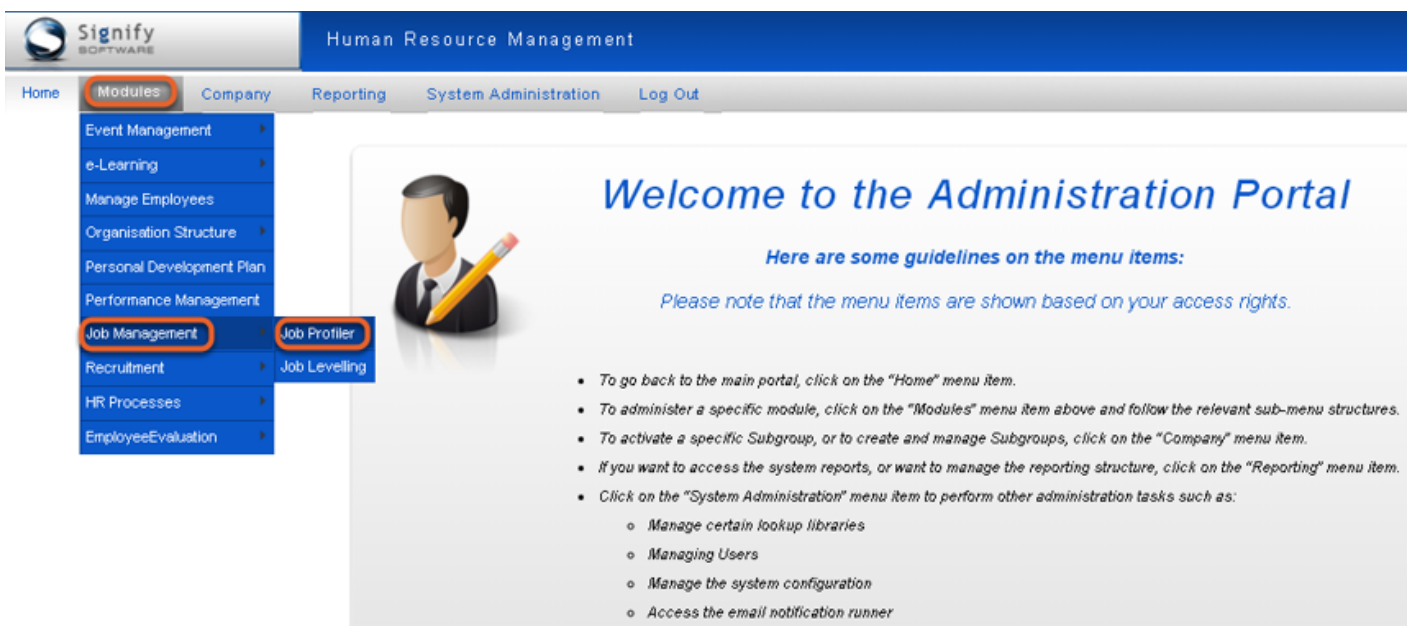
In order to advertise a position, that position must exist in the Job Profiler module.

## Verify the position's details

As mentioned, the first step before building a position's advertisement is to verify the position's details in the Job Profiler module.

## Check the job's profile

Open the *Job Profiler* module from the main menu.



## Locate the applicable Job Profile

- Locate the applicable job profile by searching for it on the list of job profiles.
- When found, in the **Action** field, click **Click here to...** and select **Edit** from the available options.



Job Profile Search

Job Code

Job Title

Status

Compiler

Lock Status

[Search](#)[Add new Profile](#)[View printable version](#)[Add new Profile \(Quick Add\)](#)

Total number of Profiles: 519

Previous 20 [Next 20](#)

Action	Code	Title	Number of Positions	Number of Vacant Positions	Status	Version	Compiler	Lock Status	Locked By	Print
<a href="#">Click here to</a>	KHM284	Assistant HR Officer Systems	1	1	Signed off	1		Locked	Signify Signify	
<a href="#">Click here</a>		Intendent ase nistration	1	1	Signed off	1		Locked	Signify Signify	
<a href="#">Click here</a>		ss Control nistrator	1	1	Signed off	1		Locked	Signify Signify	

# Confirm where the position is located on the Organisation Structure

From the side menu for the applicable profile, locate and click *Positions* to view a list of positions created in this profile

[Confirm where the position is located on the Organisation Structure](#)

## Job Profile positions list

On the list of positions in this profile, every position is qualified with the following information:

- Where on the organisation structure the position is located.
- A hyperlink **"Link position to Org"** will be displayed next to positions that have not yet been linked to the Org.
- Who the current incumbent is or it will display if the position is vacant.
- To view the location of the position, click **"More Info"** and a portion of the Org Structure will be displayed.



## Job Profile Positions List

[Locked - Marili Kruidenier]

Job Title: Assistant HR Officer - Systems

Job Code: KHM284

Version: Version 1



### Search Criteria

Position Code  Position Title  Status  Compiler

Search

Add a new Position

View printable version

Action	Code	Title	Where is this position?	Employee currently in Position	Status	Version	Owner	Print Template	Delete
<a href="#">Click here to...</a>	KHM284	HR Officer Administration Assistant	BA Team <a href="#">More Info</a>	[Currently vacant]	Draft	1			

Delete Records

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