

How To Guide.

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Vacancies

Wits Human Resources makes use of integrated on-line recruiting software to manage all their vacancies. Prospective applicants are encouraged to visit the new [iRecruitment link](#) in order to create their profile or visit the advertised jobs listed in order to apply directly for the advertised job.

Internal applicants

To view a full list of internal vacancies click on the following link and follow the 'Apply for Job' navigation : <https://iwits.wits.ac.za/>

External applicants

Click on the advertised job links below to be re-directed to the on-line recruiting system. All applications are to be made via on-line application.

Please make sure to use Google Chrome / Firefox otherwise you will not be able to see all the fields.

See the How-to Guide.

Any technical issues please contact Mmankitseng.phora@wits.ac.za.

Academic Vacancies

The screenshot shows the 'iWits iRecruitment' registration page. The header includes the university logo and navigation links for 'Home' and 'Jobs'. The main content area is titled 'Registration' and contains instructions for existing and new users. Below the instructions are two sections: 'Your Details' with fields for Email, Family Name, and First Name; and 'Your Password' with fields for Password and Confirm Password. A 'Note' section at the bottom explains the data collection and processing policies. Buttons for 'Cancel' and 'Submit' are visible.

The screenshot shows the 'iWits iRecruitment' 'Create Account' page. The header includes the university logo and navigation links for 'Home' and 'Jobs'. The main content area is titled 'Create Account' and contains instructions for creating a profile. A radio button is selected for 'Please upload your CV', followed by a 'Browse...' button and a link to 'How to Update CV Pdf.pdf'. A traffic light icon is shown with a red light illuminated. Below it, a text box states: 'Before proceeding further, please upload your CV. Our system allows us to search through CV's on our database to find the best candidates and it is to your advantage to upload an accurate and detailed CV.' Buttons for 'Cancel' and 'Continue' are visible at the bottom.

Enter Personal Information

Add Qualifications and Skills

Enter Preferences

Register: Personal Information

Provide your personal and professional details to complete your profile.

Step 1 of 3

* Indicates required field

Basic Details

Please enter your personal information.

* Family Name

First Name

Email Address

* Race

ID Number

Source Details

Source

Source Name
(example: if you saw our ad in a Newspaper, which Newspaper?)

Address


Country 


Phone Numbers

Phone Type	Phone Number	Times to Call
Home	<input type="text" value="0110001234"/>	<input type="text" value="Any"/>
Mobile	<input type="text" value="0812345678"/>	<input type="text" value="Any"/>

Documents

Please upload all relevant documents, including Qualifications, Evidence (for example, Papers and Journals) etc. We allow for up to 20 files to be uploaded against your account, each of which can be up to 4mb in size.

File Name	File Type	Upload Date	Description	Delete
How to Update CV Pdf.pdf	CV	18-Jul-2018		

 **TIP** To upload additional documents to your account, choose the Add Another Document button.

Step 1 of 3

Search and Select: Country

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Country Go

Results

Select	Quick Select	Country
<input checked="" type="radio"/>		South Africa

Cancel Select

Source Details

Source Referral
Source Name Wits
(example: if you saw our ad in a Newspaper, which Newspaper?)

Address

Country South Africa
Unit Number
Complex
Street Number 1234
* Street or Name of Farm Test street
Suburb or District
Town or City Test number one
Postal Code 1234

Phone Numbers

Phone Type	Phone Number	Times to Call
Home	0110001234	Any
Mobile	0812345678	List of Phone numbers

Documents

Please upload all relevant documents, including Qualifications, Evidence (for example, Papers and Journals) etc. We allow for up to 20 files to be uploaded against your account, each of which can be up to 4mb in size.

File Name	File Type	Upload Date	Description	Delete
How to Update CV Pdf.pdf	CV	18-Jul-2018		

Add another Document

TIP To upload additional documents to your account, choose the Add Another Document button.

Cancel Step 1 of 3 Next

iWits iRecruitment

Navigator Favorites Logout Job Basket

Home Jobs

General My Account

Enter Personal Information Add Qualifications and Skills Enter Preferences

Error

The following required field does not have a value: Care of Address

Register: Personal Information

If You receive the following error. Logout and login.

Search and Select: Country

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Country Go

Results

Select	Quick Select	Country
<input type="radio"/>		South Africa

Cancel Select

Repeat previous step.

Basic Details

Please enter your personal information.

* Family Name
First Name
Email Address
* Race
ID Number

Source Details

Source
Source Name
(example: if you saw our ad in a Newspaper, which Newspaper?)

Address

If you don't have a unit number, simply clear this field.

Country
* Care of Address
Unit Number
Complex
* Street or Name of Farm
Suburb or District
Town or City
Postal Code

Phone Numbers

Phone Type	Phone Number	Times to Call
Home	<input type="text" value="0110001234"/>	<input type="text" value="Any"/>
Mobile	<input type="text" value="0812345678"/>	<input type="text" value="Any"/>


✓ TIP Note that we validate phone numbers for length!

CV's, Qualifications and Evidence

File Name	File Type	Upload Date	Description	Delete
Care of Address.docx	CV	18-Jul-2018	CV	

✓ TIP To upload additional documents to your account, choose the Add Another Document button.

You will receive the confirmation note. Then continue to fill in Qualifications and Skills, Preferences

 **Confirmation**
Your Account has been updated.

My Account

Personal Information | Qualifications and Skills | Preferences | Login Information

* Indicates required field

Resume

To upload your resume to your account click Upload Resume.