

WITS IREC

HOW TO GUIDE:

CLICK ON THE LINK TO REGISTER OR LOGIN



Step 1: Click on the link to register or login.

Vacancies

Wits Human Resources makes use of integrated on-line recruiting software to manage all their vacancies. New applicants are encouraged to click here [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.

[Click on the:How-to-Apply Guide.](#)

Any technical or login issues please email Help.irec@wits.ac.za

CLICK ON "REGISTER TODAY" TO REGISTER.

The screenshot shows the iWits iRecruitment website. The main content area is titled "Wits Vacancies" and includes a "Job Search" section with a search bar and a dropdown menu for "Job Category". The sidebar on the right contains a "Login" section with the question "Is this your first time to our Job Site?" and a "Register today" button. Below this is a section for "Already registered on our Job Site?" with fields for "Email" and "Password" and a "Login" button. At the bottom of the sidebar is a "New to Our Jobs Site?" section with links for "Manage My Account", "Conduct Job Search", "View Job Basket", and "View Jobs Applied for". A blue callout box with white text points to the "Register today" button, stating: "Step 2: Click on 'Register today' to register."

COMPLETE YOUR DETAILS AND CLICK ON “SUBMIT”

Registration Cancel Submit

If you have already registered with iRecruitment, then please [log in](#) now. If you have not already registered, please enter your details below.
If you have previously worked for this company, then click [here](#) to register with your existing details.
* Indicates required field

Your Details

* Email
* Family Name
First Name

Your Password

* Password
Your password must be at least 8 characters long.
* Confirm Password


Note: You acknowledge that you submit the information contained in this application freely and with your consent and you hereby authorise Wits to process your personal information for Wits' legitimate interests and insofar as this may be required in compliance with applicable law. You understand that your personal information may be processed for purposes of considering your application for employment as well as any other compatible purpose. A compatible purpose may include, for example, processing for the purpose of facilitating your employment with Wits should your application be successful. In these circumstances, your information may, inter alia be processed for staffing, assessment, recruitment and career development purposes and for performance management, remuneration and benefits, occupational health administration, work management, legal reporting obligations and any other legitimate business interests. Another compatible purpose shall be consideration of your application for other suitable vacancies, whether at the time of your application or in the future. You agree and understand that any information which you submit to Wits by means of this online application form may be retained by Wits for such period as Wits may require for the purposes set out above. Wits may send your information to a department other than the one in which you may have initially been interested in obtaining employment. If Wits does not employ you pursuant to this application, Wits may nevertheless retain and use this information so as to be able to consider your qualifications later if a suitable position becomes available and, if appropriate, refer back to your application if you submit a resume or other information to Wits again in the future.
You understand that the personal information you supply through the application form will only be made available to Wits Human Resources recruiters and other members of management who may interview you. By submitting your information, you acknowledge and confirm that all representations made by you are true and correct and that you have disclosed everything which, if disclosed, would have been material to Wits' decision to employ you. You understand that any inaccurate information may make you ineligible for employment. You further acknowledge that, in the event that you are employed by Wits, Wits may take disciplinary action against you, which may include dismissal, if any of the representations you made were misleading or incorrect or if you failed to make a material disclosure.
Please note that correspondence will only be entered into with shortlisted candidates.

Attach your documents by clicking on “Choose File” and click on “Continue”.

Create Account Cancel Continue

If you have a resume, you can create your profile and attach your resume to your account. If you do not have a resume, then provide your details and we will create your resume online.

Please upload your CV * File Path No file chosen
Click Browse to find your resume.



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.

STEP 4: Attach your documents by clicking on “Choose File” and click on “Continue”.

COMPLETE EMPTY FIELDS CLICK ON "NEXT."

Recruitment Home | Jobs

General | My Account

Enter Personal Information | Add Qualifications and Skills | Enter Preferences

Register: Personal Information Cancel Step 1 of 3 Next

Please enter your personal and professional details to complete your profile.

* Indicates required field

Basic Details

Please enter your personal information.

* Family Name User1
First Name User2
Email Address Help.irec@wits.ac.za
* Race African
ID Number 1994199419941

Source Details

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

Address

Country South Africa
Unit Number 1
Complex Braamfontein
Street Number 1

Step 5: Complete empty fields click on "Next."

Address Return to Top

Country More...

Phone Numbers Return to Top

Phone Type Home Mobile

Employment History Return to Top

+ ...

Details Employer No results found. Delete

Search and Select: Country

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.

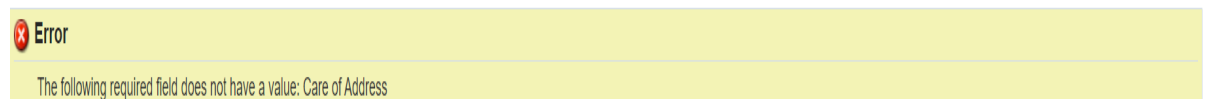
Search By Country South Africa

Results

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

Cancel Step 1 of 3: Review Account Next

Under "Country" type South Africa and click on "Select".



If You receive the following error. Logout and login.

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 Guide Complete..pdf	CV	14-Sep-2023		
Add another Document				

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

[Cancel](#) | Step 1 of 3 | [Next](#)

To upload additional documents to your account, choose the “Add another document” and click on “Next”.

[Recruitment Home](#) | [Jobs](#)

[General](#) | [My Account](#)

Enter Personal Information

Add Qualifications and Skills

Enter Preferences

Register: Employment History

[Cancel](#) | [Back](#) | Step 2 of 3 | [Next](#)

* Indicates required field

Employment History

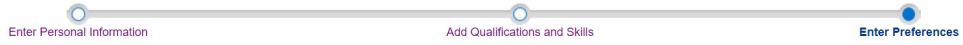
+ ^{...}	Details Employer	Start Date	End Date	Job Title	Location	Delete
No results found.						

Continue to fill in Qualifications and Skills, Preferences then click “Next”.

You have registered your profile. Continue to apply for vacancies on our Wits

Recruitment Home Jobs

General My Account



Register: Enter Preferences

Cancel Back Step 3 of 3 Finish

Most recruiting websites allow candidates to find jobs. Ours is different; it also allows Wits to send you emails when jobs that match your preferences become available. This means that you don't have to log into the website every day in the hope of finding a job - we'll tell you when there is a job that you should consider applying for! Please take a minute to tell us your preferences. *Note: If you don't want to receive emails from Wits, chose not to receive emails at the bottom of this page.*

Account Privacy

Allow Account To Be Searched

TIP We strongly recommend that you check this box. It will allow our recruiters to view your account and enables Wits to approach candidates proactively, should a vacancy exist which matches your skills, experience and q

Want to Find the Right Job?

Enter your work preferences to help us find the right job for you. Let us also know how and when we should send you jobs that match your preferences. **Note - if you would like to select more than one Job Category, use the Control (Ctrl) button on your keyboard**

Keywords

Job Category

- Academic - Lecturer
- Academic - Professor
- Academic - Reader
- Academic - Research
- Student - Finance
- Student - General Administration
- Student - HR
- Student - IT

Employment Category Either

Employee