



Guidelines for the posting of employment listings on the CEASA-National web site

<http://www.ceasa-national.org.za/employment.html>

- Potential advertisers should peruse both current and past advertisements to gain an idea of various options and formats available to them
- Listing fees are decided upon by the CEASA Council. [On request the CEASA Administrator will advise the current cost to list an employment opportunity](#)

If I decide to utilise CEASA employment listings, what must I do next?

- The advertiser must first seek and confirm institutional permission by issuing an official purchase order number (or equivalent permission) that authorises CEASA
 - (i) To commence work on behalf of the institution
 - (ii) To both invoice the institution and to receive payment when the advertiser is satisfied that the listing is correct and meets with their expectations
- [Both institutional permission and details as outlined below must be forwarded to the CEASA Administrator for any listing to be effected](#)
 - (i) Institutional details required are purchase order number/name as above, telephone and fax numbers, email and postal addresses, VAT number
 - (ii) A graphic logo or a web site address where this can be found. Repeat advertisers need not resubmit their logo unless change of this is required
 - (iii) Position title and/or candidate professional title
 - (iv) Position location
 - (v) Position closing date (if applicable)
 - (vi) An optional single page outlining position details and/or personal requirements for potential candidate viewing/downloading as a PDF file

What happens after my submission of all details as above?

- CEASA will
 - (i) Collate all information, prepare and post the listing on its web pages
 - (ii) Advise the advertiser as soon as the listing is posted online
 - (iii) Request that the advertiser checks that the listing is entirely to their satisfaction
 - (iv) Without additional cost effect any changes required until the listing is closed
 - (v) Invoice the advertiser upon listing acceptance advice being received

CEASA retains the right to remove or to close listings at its own discretion