



## 2024/2025 Requirements for Employment Advertising on the IAIAsa Website

**DEFINITION:** Employment = positions on offer (vacancies) or job-seekers

**CONDITIONS:**

- ❖ The information requested on **page 2** will **only** be accepted as a MS Word document. Text must be forwarded to the email address listed below with the subject heading “Employment Advert”.
- ❖ Additional information may be attached to the posting in the form of a MS Word (.doc) or an Adobe (.pdf) file. The file may be no larger than 300kB in size and preferably less.
- ❖ A lack of information may lead to a delay in uploading the advert – please ensure that all relevant information is provided and is correct.
- ❖ The number of characters per section is strictly limited – see next to each heading on **page 2** for the limits.
- ❖ If the information provided is too long for any one section IAIAsa reserves the right to edit the text accordingly.
- ❖ **Multiple employment positions must** be sent through as individual copies of **page 2**. The only exception is when more than 1 (one) vacancy of a specific job is being advertised e.g. ‘2 x senior manager’ would be considered as 1 advert. Please provide information as requested on page 2 for each advert. Please note the cost will be calculated per position advertised.
- ❖ Should you wish the advert to be placed for more than 1 month (i.e. 2 full months or more), payment should be made according to the number of months required e.g. ‘4 months x advertisement fee’.
- ❖ On receipt of the advertising requirements a Tax Invoice will be generated and sent for payment. Please provide details for invoicing as requested on **page 2**. **Please note that payment for advertising should only be made on receipt of the Tax Invoice.**
- ❖ Adverts will be posted within 3 (three) working days of proof of payment sent to IAIAsa at [secretariat@iaiasa.co.za](mailto:secretariat@iaiasa.co.za).
- ❖ **No advert will be placed unless proof of payment is provided** and IAIAsa will **not** be held accountable for delays in posting an advert due to not being able to trace the payment.
- ❖ Once the advert is uploaded an email will be sent to the Advertiser indicating that the advert is on the website. One set of minor amendments will be made to an advert **in response to a request** by the Advertiser.
- ❖ Members are notified of the advert through regular e-briefs, Website and Facebook. A separate e-brief will **not** be sent to members informing them of individual advertisements.

**PLEASE MAKE PAYMENT TO:**

Account Name:	IAIAsa_
Bank:	Standard Bank
Branch:	Rosebank (004305)
Account Number:	072 507 756

**PLEASE SEND PROOF PAYMENT AND THE ADVERT TEXT TO:**

Email: [secretariat@iaiasa.co.za](mailto:secretariat@iaiasa.co.za)

**COST:** R 600.00 (15% VAT inclusive) [R521.74+R78.26=R600.00] per advert per month or part thereof  
(see payment details and conditions above)

**PLEASE USE THIS PAGE, FILLING IN RELEVANT INFORMATION FOR YOUR POSTING UNDER EACH HEADING**

1. **Job position (limited to 50 characters)**
2. **Company name (limited to 50 characters)**
3. **Location (limited to 50 characters)**
4. **Job type (select one)**
  - a. Permanent
  - b. Temporary

***Points 1, 2, 3 and 4 go in the summary table of jobs on the Employment Home Page – keep them short BUT descriptive.***

5. **Advert dates (limited to 50 characters)**
6. **Job description (limited 1 000 – 1 500 characters for effective display)**
7. **Qualifications, experience and requirements (limited 1 000 – 1 500 characters for effective display)**
8. **Salary range (limited to 50 characters)**
9. **Contact person (limited to 50 characters)**
10. **Contact fax number (limited to 50 characters)**
11. **Contact phone (limited to 50 characters)**
12. **Contact email (limited to 50 characters – BUT must be an email address)**
13. **Company web site address (limited to 50 characters)**

***Invoicing details***

14. **Company/Individual Name, Address, Telephone Number and VAT Number.**