

# **SOFTWARE REQUIREMENT SPECIFICATION**

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**Career Portal & Admin Portal**

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# ADMIN PORTAL

## FUNCTIONAL REQUIREMENTS:

### 1-User Authentication and Access Control:

Users should be able to log in using their credentials.

The admin panel should have role-based access control, with roles like admin and staff.

Admins should have access to all functionalities, while staff might have limited access.

Sidebar Navigation:

The sidebar should provide navigation options for adding, updating, deleting, and displaying data.

### Add Data:

Clicking the "Add" button in the sidebar should open a modal.

The modal should have a form with fields for title, department, location, and minimum qualification.

The "Add Data" button should add the entered data to the table.

### Display Data:

Clicking the "Display" button in the sidebar should display data in a table format.

The table should have columns for title, department, location, qualification, and actions.

Actions column should include buttons for edit and delete.

### Edit Data:

Clicking the "Edit" button for a specific record should open the modal with pre-filled data.

Users should be able to modify any field and then click the "Update" button to save changes.

### Delete Data:

Clicking the "Delete" button for a specific record should immediately remove that record from the table.

## Non-Functional Requirements:

- **Usability:**

The user interface should be intuitive and user-friendly, requiring minimal training for users to navigate and perform tasks.

- **Performance:**

The system should handle a reasonable amount of concurrent users without experiencing significant slowdowns or crashes.

- **Security:**

User authentication should be secure, using encryption and best practices to protect user credentials.

Input data should be sanitized and validated to prevent SQL injection and other security vulnerabilities.

- **Compatibility:**

The admin portal should be compatible with modern web browsers (Chrome, Firefox, Safari, Edge).

- **Scalability:**

The system should be designed in a way that allows for easy future enhancements and scalability as data and user requirements increase.

- **Availability:**

The system should aim for high availability, minimizing downtime for maintenance or upgrades.

- **Data Integrity:**

The system should ensure data integrity by properly handling database transactions and preventing data inconsistencies.

- **Error Handling:**

The system should have proper error handling mechanisms, providing meaningful error messages to users when issues arise.

- **Documentation:**

Provide comprehensive documentation including user guides, developer guides, and system architecture for easier maintenance and support.

- **Performance Monitoring:**

Implement monitoring tools to keep track of system performance, identifying bottlenecks and areas of improvement.

## **Potential User Roles For The Admin Portal:**

- 1) **Admins (HR Manager & Team):**

**Description:** Administrators responsible for managing various aspects of the organization's operations through the admin portal.

**Interactions:** Adding, editing, and deleting data entries, managing jobs, updating jobs.

- 2) **IT Administrators:**

**Description:** Technical administrators responsible for maintaining the security, performance, and functionality of the admin portal.

**Interactions:** Monitoring system health, ensuring security measures are in place, handling technical issues.

## External Requirements for Admin Portal:

### Web Browsers:

The Admin Portal should be accessible and functional across various web browsers, ensuring compatibility for administrators.

### Mobile Devices:

The portal's interface should be responsive and usable on different mobile devices, enabling administrators to access it remotely.

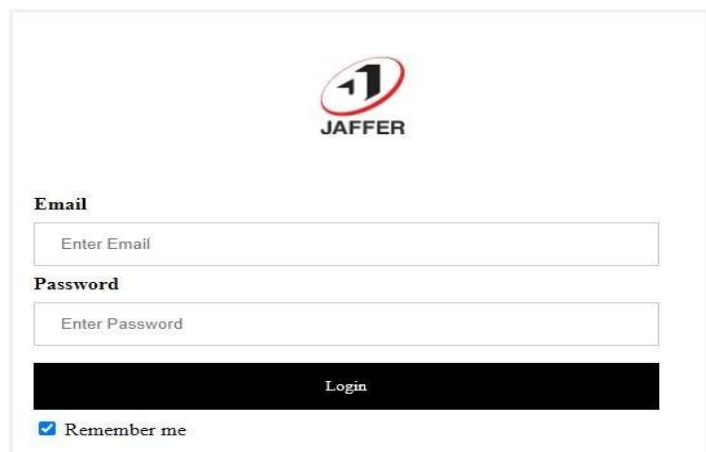
### Internet Connectivity:

A stable internet connection is required for administrators to access and manage the Admin Portal.

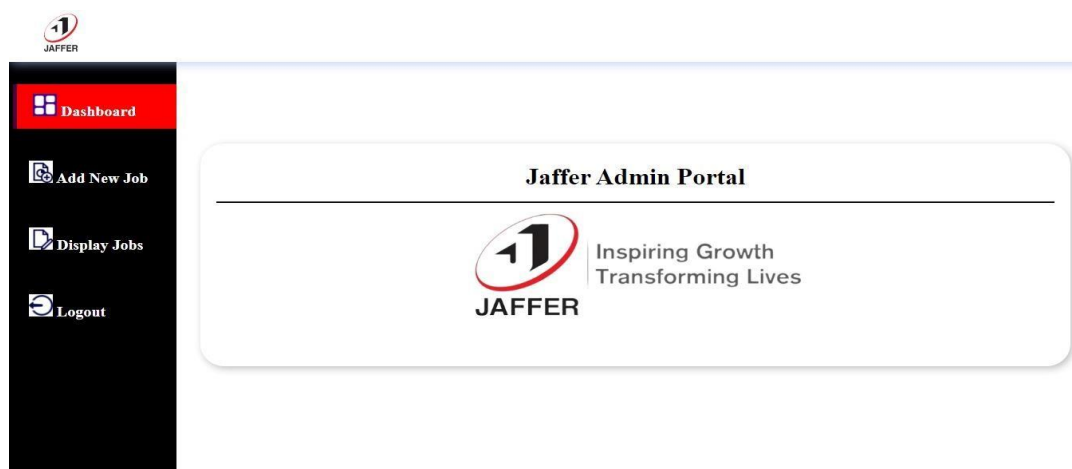
### Database System:

Integration with a database system ( MySQL) to store and retrieve data related to the portal's functionality

## User interface:



The login form features the Jaffer logo at the top center. Below it, there are two input fields: one for 'Email' with the placeholder text 'Enter Email', and one for 'Password' with the placeholder text 'Enter Password'. A black 'Login' button is positioned below the password field. At the bottom left, there is a checked checkbox labeled 'Remember me'.





Dashboard

Add New Job

Display Jobs

Logout

## Jaffer Admin Portal

### Add New Job

Complete the form below to add a new job

Title:

Software Engineer

Department:

Select a department

Location:

Select a location

Minimum Qualification:

Bachelors in Software Engineering

Experience:

Years of experience

Job Description:

Job description

Start Date:

mm/dd/yyyy

End Date:

mm/dd/yyyy



Dashboard

Add New Job

Display Jobs

Logout

## Jaffer Admin Portal

Title	Department	Location	Minimum Qualification	Experience	Job Description	Start Date	End Date	Actions
mmmm	JC Microsoft Implementation	Arifvala	bbb	2	ppppp	2023-09-01	2023-09-09	
marketing manager	Group IT	Karachi	B.E S.E	4	mmmm	2023-09-08	2023-09-29	

# CARRER PORTAL

The Career Portal is a dedicated web platform designed to showcase the opportunities, culture, and benefits of joining the Jaffer Group, a leading organization in its industry. This portal serves as a central hub for potential job applicants to explore the various reasons why they should consider becoming a part of the Jaffer Group. The portal offers comprehensive information about the organization's values, leadership messages, workplace culture, employee benefits, and an up-to-date listing of available job positions.

## FUNCTIONAL REQUIREMENTS:

### Home Page:

Display an engaging introduction to the Jaffer Group, highlighting its key strengths and unique selling points.

Present a prominent call-to-action button or link for users to explore available job positions.

### Why Join Jaffer Group:

Provide a detailed overview of why individuals should consider joining the Jaffer Group, emphasizing its reputation, growth opportunities, and contributions to the industry.

Showcase success stories of current employees to demonstrate the organization's commitment to personal and professional development.

### Chairman's Message:

Include a personalized message from the chairman or top leadership, conveying the company's vision, values, and long-term goals.

Illustrate the organization's dedication to its workforce and the larger community.

### Workplace Culture:

Describe the work environment, organizational culture, and core values that define the Jaffer Group's identity.

Feature employee testimonials or videos that highlight the company's inclusivity, collaboration, and commitment to diversity.

### Employee Benefits:

Present a comprehensive list of benefits offered to employees, including health insurance, retirement plans, professional development opportunities, and wellness programs.

Highlight any unique perks that set the Jaffer Group apart from other employers.

### Available Positions:

Provide an easily navigable list of currently available job positions within the organization.

Enable users to filter and search positions based on various criteria, such as job type, location, and department.

### Position Details:

Create dedicated pages for each job position with detailed information about responsibilities, qualifications, and application procedures.

Allow users to express interest or apply directly through the portal, attaching their resumes and cover letters.

## **Non-Functional Requirements:**

### **Usability and User Experience:**

Ensure the portal has an intuitive user interface that guides users seamlessly through the various sections.

Prioritize responsive design to ensure compatibility with various devices, including desktops, tablets, and smartphones.

### **Performance:**

The portal should load quickly and efficiently to provide a smooth user experience.

Minimize downtime to ensure continuous accessibility for potential applicants.

### **Security:**

Implement robust security measures to protect user data, especially during the application process.

Use encryption for sensitive information such as resumes and contact details.

### **Accessibility:**

Ensure the portal meets accessibility standards to accommodate users with disabilities, adhering to WCAG guidelines.

### **Scalability:**

Design the portal's architecture to handle increasing traffic and data as the number of applicants and positions grows.

### **Multimedia Integration:**

Incorporate multimedia elements like images, videos, and infographics to enhance content engagement.

### **Content Management:**

Implement a user-friendly content management system (CMS) to facilitate easy updates and additions to the portal's content.

### **Social Integration:**

Provide sharing options for users to share job positions or relevant content on social media platforms.

### **Feedback and Analytics:**

Integrate feedback mechanisms and analytics tools to gather user insights and improve the portal over time.

### **Support and Documentation:**

Offer support resources for users encountering issues during their interaction with the portal.

Provide clear documentation for potential applicants about the application process and frequently asked questions.

# USERS OF CARRIER PORTAL:

For the Career Portal, the following user roles are identified:

## 1) Job Seekers:

**Description:** Individuals who are interested in exploring job opportunities within the organization.

**Interactions:** Browsing job listings, viewing detailed job descriptions, submitting applications, uploading resumes and cover letters

## 2) Human Resources (HR) Managers:

**Description:** Administrators responsible for overseeing the recruitment process at an organizational level.

**Interactions:** Monitoring the progress of job listings, reviewing reports and analytics, ensuring compliance with HR policies.

## 3) IT Support:

**Description:** Technical support personnel who assist users with any technical issues related to the portal's functionality or access.

**Interactions:** Providing assistance to users encountering technical difficulties, troubleshooting access issues

# External Requirements for Career Portal:

## Web Browsers:

The Career Portal should be compatible with major web browsers, including Google Chrome, Mozilla Firefox, Microsoft Edge, and Safari.

## Mobile Devices:

The portal should be responsive and accessible on various mobile devices and tablets to accommodate users on the go.

## Internet Connectivity:

Users must have an active internet connection to access and interact with the Career Portal

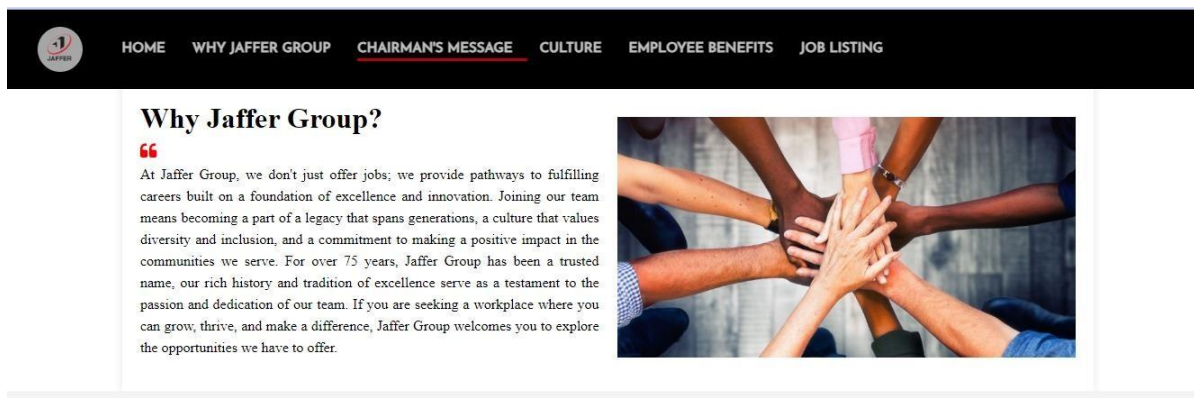


## User interface:

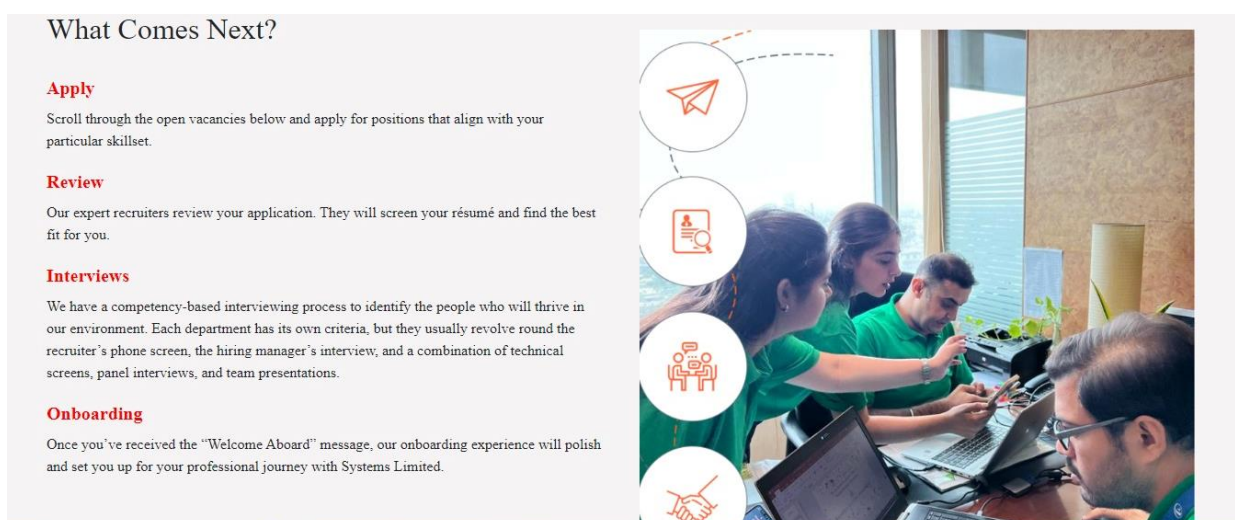
### Main Page:




### Sub Section 1:



### Sub Section 2:




## Sub Section 3:

[HOME](#) [WHY JAFFER GROUP](#) [CHAIRMAN'S MESSAGE](#) [CULTURE](#) [EMPLOYEE BENEFITS](#) [JOB LISTING](#)

### CHAIRMAN'S MESSAGE


“

The ongoing success of Jaffer Group relies on the high quality of our people and their commitment to the company objectives. Continued growth and development are essential for all our employees. We therefore need strong people management and development processes in all our businesses. As a reflection of our values and our Success Factors, the P&D Dialog is central to this. With a high performance culture aligned to our business principles, we will grow from strength to strength.






**Nasser N. S. Jaffer**  
Chairman


## Sub Section 4:




[HOME](#) [WHY JAFFER GROUP](#) [CHAIRMAN'S MESSAGE](#) [CULTURE](#) [EMPLOYEE BENEFITS](#) [JOB LISTING](#)

### Our Dynamic Culture




## Sub Section 5:


[HOME](#) [WHY JAFFER GROUP](#) [CHAIRMAN'S MESSAGE](#) [CULTURE](#) [EMPLOYEE BENEFITS](#) [JOB LISTING](#)




### Employee Benefits




Healthcare




Retirement




Training




on site gym



Vacation



Bonuses



Flexible Hours

Sub Section 6:



[HOME](#) [WHY JAFFER GROUP](#) [CHAIRMAN'S MESSAGE](#) [CULTURE](#) [EMPLOYEE BENEFITS](#) [JOB LISTING](#)

Open Vacancies

Search by Title:

Search by Department:

Search by Location:

Available Jobs

Show 10 entries

Search:

Title	Department	Location	Minimum Qualification	Experience	Job Description	Start Date	End Date	Action
CTO	Branch Management	Shaheed Benazirabad	MBA	2	MKJKKKMK	2023-09-07	2023-10-07	<a href="#">Apply Now</a>
Electrical Engineer	Stores & Logistics	Thar	B.E. ELECTRICAL	2	JJJJ	2023-08-25	2023-09-08	<a href="#">Apply Now</a>
kkk			ndjb	9	jj	2023-08-23	2023-09-02	<a href="#">Apply Now</a>
store head	Stores & Logistics	Dera Ghazi Khan	BE industrial	4	mmcnmmmmmmmmnm	2023-09-29	2023-11-09	<a href="#">Apply Now</a>

Showing 1 to 4 of 4 entries

Previous

1

Next

# APPLY FORM

## FUNCTIONAL REQUIREMENTS (UPDATED):

1. **\*\*Position Application Form\*\***: The form should serve the purpose of applying for a position within an organization.
2. **\*\*Name of Candidate\*\***: The form should include a field for the candidate to enter their full name.
3. **\*\*Date of Birth\*\***: The form should provide a date picker for candidates to input their date of birth in the format dd/mm/yyyy.
4. **\*\*Gender\*\***: The form should offer options for the candidate to select their gender as either Male or Female.
5. **\*\*CNIC / ID / Passport No\*\***: The form should include a field for candidates to enter their identification information, which could be a CNIC (Computerized National Identity Card), ID card, or passport number.
6. **\*\*Email Address\*\***: The form should include a field for candidates to enter their email address.
7. **\*\*Contact Number\*\***: The form should have a field for candidates to provide their contact number.
8. **\*\*Home Location - Country\*\***: Candidates should be able to select their home country from a dropdown list.
9. **\*\*Home Location - City\*\***: Candidates should be able to select their home city from a dropdown list.
10. **\*\*Qualification\*\***: This section should collect information about the candidate's educational background.
  - **\*\*Recent / Last Qualification\*\***: Candidates should be able to select their most recent or highest qualification from a dropdown list.
  - **\*\*Majors\*\***: A text field should be available for candidates to enter the major or field of study related to their recent qualification.
  - **\*\*Institute\*\***: Candidates should be able to enter the name of the institution where they obtained their recent qualification.
  - **\*\*Passing Year\*\***: Candidates should provide the year in which they completed their recent qualification.
11. **\*\*Experience\*\***: This section should gather information about the candidate's work experience.
  - **\*\*Recent / Last Employer Name\*\***: Candidates should be able to enter the name of their

most recent or current employer.

- **\*\*Recent / Last Designation\*\***: A field should be provided for candidates to enter their job title or designation.

- **\*\*Work Location - Country\*\***: Candidates should be able to select the country where they worked from a dropdown list.

- **\*\*Work Location - City\*\***: Candidates should be able to select the city where they worked from a dropdown list.

- **\*\*Total Experience (in years)\*\***: Candidates should enter the total number of years of work experience they have.

**12. \*\*Tell us About Yourself\*\***: A text area should be available for candidates to provide additional information about themselves, their skills, and their career goals.

**13. \*\*Upload CV (doc, pdf, image only)\*\***: Candidates should be able to upload their resume or CV in the formats of doc, pdf, or image files.

## **NON-FUNCTIONAL REQUIREMENTS:**

1. **Usability**: The form should have a user-friendly interface with clear labels and instructions to guide candidates through the application process.
2. **Security**: The form should employ security measures to protect the personal and sensitive information provided by candidates, such as encryption of data during transmission and secure storage.
3. **Accessibility**: The form should be designed to be accessible to individuals with disabilities, including screen readers and keyboard navigation.
4. **Performance**: The form should load quickly and handle a reasonable number of concurrent submissions without significant delays.
5. **Scalability**: The form should be scalable to accommodate a potentially large number of applicants.
6. **Compatibility**: The form should be compatible with a variety of web browsers and devices.
7. **Validation**: The form should perform validation checks on user input to ensure that the data entered is accurate and in the correct format.
8. **Error Handling**: Clear and informative error messages should be provided to users in case of incorrect or incomplete form submissions.
9. **Data Retention**: The form should specify how long applicant data will be retained and what will be done with the data after the application process is complete, in compliance with data privacy regulations.
10. **Submission Confirmation**: After successfully submitting the form, candidates should receive a confirmation message to acknowledge that their application has been received.
11. **Mobile Responsiveness**: The form should be responsive and display correctly on mobile devices for candidates who access it from smartphones or tablets.
12. **Load Testing**: The form should be subjected to load testing to ensure it can handle a high volume of concurrent users without crashing or slowing down.
13. **Compliance**: The form and its data handling should comply with relevant data protection laws and regulations, such as GDPR or CCPA, depending on the

jurisdiction.

14. **Backup and Recovery:** There should be a system in place for regular data backup and a recovery plan in case of system failures or data loss.

## **\*\*USERS OF APPLY FORM:\*\***

It's crucial to identify and understand the type of individuals who will be using the Apply Form. This understanding will help in tailoring the form to meet the specific needs and preferences of the target audience. The target audience for the Apply Form may include:

1. **Job Seekers:** The primary users of the form are likely to be individuals actively seeking employment opportunities within the organization.
2. **Potential Candidates:** This may include both experienced professionals and recent graduates looking to apply for various positions.
3. **Diverse Backgrounds:** Users may come from diverse educational backgrounds, industries, and levels of experience.
4. **Geographic Diversity:** Users could be located in different countries and cities, so the form should accommodate international applicants.
5. **Technical Proficiency:** The target audience may vary in terms of technical proficiency, so the form should be user-friendly for individuals with different levels of digital skills.

## **\*\*EXTERNAL REQUIREMENTS:\*\***

1. **\*\*Data Protection Regulations\*\*:** The application form must comply with local and international data protection regulations, such as GDPR (General Data Protection Regulation) or CCPA (California Consumer Privacy Act), depending on the geographic location of the organization and the applicants.
2. **\*\*Web Hosting\*\*:** The hosting infrastructure must be reliable and capable of handling potential surges in traffic during peak application periods.
3. **\*\*Security Measures\*\*:** Strong security measures should be in place to safeguard applicant data, including encryption of data in transit and at rest.
4. **\*\*Backup and Recovery\*\*:** There should be a well-defined backup and recovery plan to ensure data integrity and availability in the event of system failures or data loss.
5. **\*\*Legal Compliance\*\*:** The form and its data handling processes must adhere to all applicable laws, including labor laws, non-discrimination laws, and regulations governing online data collection and processing.
6. **\*\*Third-Party Integration\*\*:** If the form is integrated with third-party systems (e.g., applicant tracking systems), these integrations should be reliable and secure.
7. **\*\*Scalability\*\*:** The system should be able to scale to accommodate a potentially large number of applicants without compromising performance.

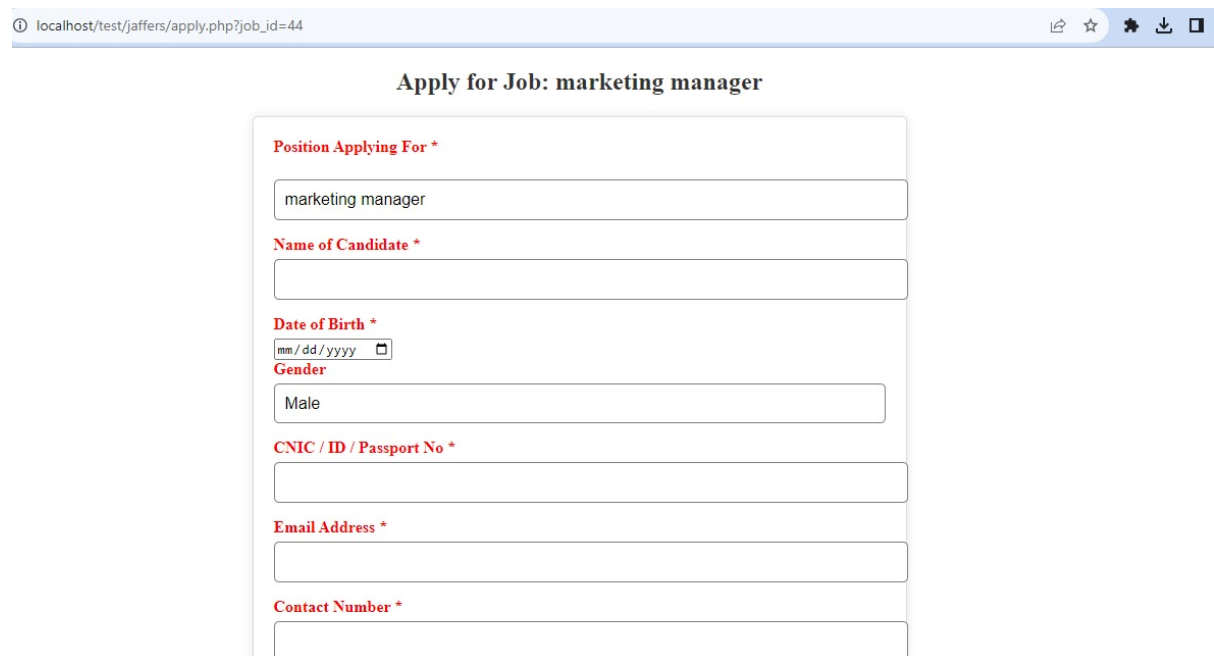
**8. \*\*Monitoring and Reporting\*\*:** Regular monitoring and reporting mechanisms should be in place to detect and address any issues with the form or data processing.

**9. \*\*Privacy Policy\*\*:** The organization should have a clearly defined and publicly accessible privacy policy outlining how applicant data is handled, which should be linked from the form.

**10. \*\*Testing and Quality Assurance\*\*:** The form should undergo rigorous testing and quality assurance processes to ensure it meets functional and non-functional requirements.

These user and external requirements should guide the design, development, and deployment of the online application form, ensuring a smooth and compliant application process for prospective candidates.

## USER INTERFACE:



The screenshot displays a web browser window with the address bar showing 'localhost/test/jaffers/apply.php?job\_id=44'. The page title is 'Apply for Job: marketing manager'. The form contains the following fields:

- Position Applying For \***: A text input field containing 'marketing manager'.
- Name of Candidate \***: An empty text input field.
- Date of Birth \***: A date picker showing 'mm/dd/yyyy'.
- Gender**: A dropdown menu with 'Male' selected.
- CNIC / ID / Passport No \***: An empty text input field.
- Email Address \***: An empty text input field.
- Contact Number \***: An empty text input field.



**Recent / Last Employer Name \***

**Recent / Last Designation \***

**Work Location - Country \***

**Work Location – City \***

**Total Experience (in years) \***

**Tell us About Yourself \***

**Upload CV (doc, pdf, image only) \***

Choose file No file chosen

**Submit Application**