eJobs Terms and Conditions for Employers

Approval and editing
All employment vacancies submitted to eJobs are normally reviewed and approved by the Employment staff within two working days, except for University holidays, national and state public holidays.

It is the employer’s responsibility to fully and satisfactorily complete all of the required information. Failure to do so may result in the vacancy not being accepted.

RMIT Career Development and Employment reserves the right to reject or withdraw any advertisement from eJobs without notice or reason, and to alter any aspect of advertisements approved for publishing.

Unacceptable submissions
RMIT Career Development and Employment will not advertising the following:

- commission only vacancies
- jobs advertised at less than award wages
- independent contracting arrangements (self employment) where students need to obtain an Australian Business Number (ABN)
- vacancies involving any illegal activity
- positions that require employees to pay a deposit or fee, to purchase a product or to pay for training as a condition of employment
- any job advert that is not a genuine employment vacancy
- any vacancy deemed unsuitable or in contravention of the terms of use
- franchise ownership opportunities
- unpaid, voluntary positions where the advertiser is a for-profit or private enterprise

Voluntary positions will only be accepted from non-profit organisations, or where they are associated with non profit events, or where they constitute a component of a formal academic program.

Special conditions for recruitment agencies and other third parties

- Recruitment agencies and other third parties are charged $120 per advertisement. The maximum time an advertisement can stay live on the system is 3 weeks for part-time and casual vacancies and four weeks for full-time vacancies.
- Invoices will be raised once an advertisement is approved and standard RMIT payment terms apply- 30 days for issue of the invoice.
- Recruitment agencies and third parties must provide the name of the client organisation to Career Development and Employment, if requested to do so. Career Development and Employment will not disclose the name of the client organisation to anyone unless required to do so by law.
- Only genuine employment opportunities are to be submitted.
**Legislative requirements**

**Liability**
RMIT Career Development and Employment and its staff will not be liable to advertisers and recruiters in respect of any loss or damage that may arise directly or indirectly from the use of eJobs.

Advertisers agree to indemnify RMIT Career Development and Employment and staff against all liabilities, costs, action and charges incurred by RMIT Career Development and Employment as a result of an advertiser’s use of eJobs.

Employers advertising on eJobs must abide by these terms and conditions for employers. Career Development and Employment checks all vacancies placed on eJobs comply with our terms and conditions for employers; however we do not accept responsibility for advertisers who provide inaccurate or misleading information.

**Use of data**
RMIT Career Development and Employment may at any time use information provided by advertisers to contact them regarding issues with specific postings, eJobs service information, additional employer services and other related RMIT activities. Information provided is for the sole use of RMIT Career Development and Employment for these purposes.