



**NOTES**

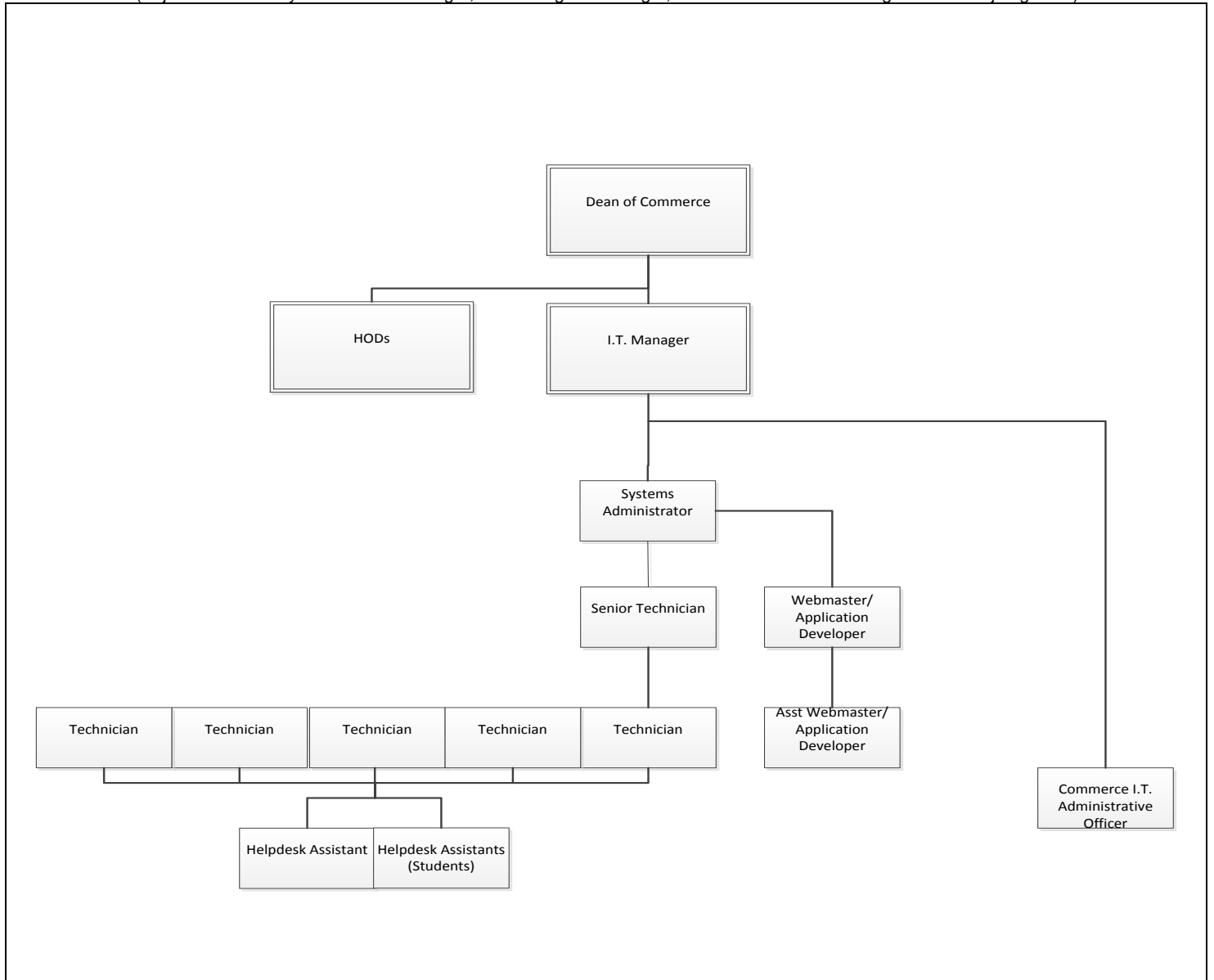
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

**POSITION DETAILS**

Position title	Assistant Webmaster/Application Developer
Job title (HR Practitioner to provide)	
Job grade (if known)	
Academic faculty / PASS department	Commerce Faculty / Commerce IT
Academic department / PASS unit	Commerce IT
Division / section	
Date of compilation	26 October 2016

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)



## PURPOSE

The main purpose of this position is

To assist Webmaster/Application Developer in updating web content via content management system (CMS) as well migrate sites to the custom CMS. Assist in creating and documenting "new" and existing systems. Support and assist the webmaster in dealing with user queries and user support. Relieving the Webmaster/Application Developer when on leave or off work for whatever reason.

**JOB CONTENT**

<b>Key performance areas (4 – 6)</b> (What)		<b>% of time spent</b>	<b>Activities / Objectives / Tasks</b> (How)	<b>Results / Outcomes</b> (Why)
1	Process Web content and updates	35 %	<ul style="list-style-type: none"> <li>• Process website updates as required</li> <li>• Creation of new web content</li> <li>• Migration of sites to the CMS</li> </ul>	<ul style="list-style-type: none"> <li>• Content updated timeously</li> <li>• New content is added to existing websites.</li> <li>• Migrate old websites to the custom Commerce CMS</li> </ul>
2	Development and maintenance of new and existing information systems.	40%	<ul style="list-style-type: none"> <li>• Creation of C# code or programs as required for systems and web applications.</li> <li>• Maintenance of existing C# Code as required. For systems and web applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Development of new Software Systems or modules / sections needed for new systems.</li> <li>• Maintenance of C# code for existing systems – making changes when required / needed.</li> </ul>
3	User Support and Training relating to web and systems support. Support will required on campus and off campus.	10%	<ul style="list-style-type: none"> <li>• Respond to user queries for systems hosted by Commerce I.T</li> <li>• Support users in using the systems</li> <li>• Train or retrain users as required.</li> <li>• Provide telephonic, email and personal support to staff members, both web and technically related.</li> <li>• Assist Technicians/Consultants in providing technical assistance to both staff and students.</li> </ul>	<ul style="list-style-type: none"> <li>• Resolve user queries or technical problems, so that the users are able to continue working on the systems.</li> <li>• Train users so that they are able to use the custom built systems.</li> </ul>
4	Documenting of software systems and web sites and creation of user guides.	15%	<ul style="list-style-type: none"> <li>• Document systems according to best practices as required</li> <li>• Document websites as required, according to best practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate knowledge transfer and retention of systems development information.</li> <li>• Track change request to existing systems.</li> </ul>

**MINIMUM REQUIREMENTS**

Minimum qualifications	B. Degree in a relevant discipline (e.g. Information Systems / Computer Science) OR relevant Microsoft SQL / C# , ASP.Net certification
Minimum experience (type and years)	At least 2 years' experience of creative design and development in C# , ASP.net , Windows Communication Foundation (WCF) , LINQ to SQL and MS SQL as well as 2 years' experience in the web development industry .

**COMPETENCIES**

Competence	Level	Competence	Level
Analytical thinking / Problem solving	2	University awareness	1
Client/student service and support	1	Adaptability/ flexibility	1
Communication	1	Information Management	1
Teamwork / collaboration	1	Professional knowledge and skill	2