



IT / WEB CONTENT COORDINATOR

Department of Faculty Administration: IT Section

Faculty of Health Sciences

We invite applications from suitably qualified and experienced candidates for the permanent position of an IT/Web Content Coordinator in the Faculty of Health Sciences.

The main purpose of this position is to provide Web Content Coordination as well as IT Helpdesk Administration services to the Faculty of Health Sciences. The scope of the job includes the creation and production of web site content for the Faculty Website and all other web sites for departments / divisions or research entities which form part of the Faculty of Health Sciences. The scope also includes the administration of the Helpdesk in the IT section of the Faculty.

Due to the nature of the job being desk bound, the person would be required to ensure that calls directed to the IT section are answered and logged in the call logging system. The incumbent would also have to provide reporting for the various functions of the IT section.

Requirements:

- Grade 12 or equivalent preferably with, or studying toward a tertiary qualification
- Web Admin /Web Design Certificate/ Diploma
- ITIL certification
- Knowledge of website technologies
 - HTML
 - FTP
 - Knowledge of Java advantageous
- Minimum two years Web Content Administration / Coordination experience
- Knowledge or familiar with CMS websites (in particular Drupal)
- Very strong knowledge of, and ability to use Social Media i.e. Twitter, Facebook, YouTube, Flickr, etc.
- Experience with DTP (desktop publishing) programs such as dream weaver, Adobe products or coral draw
- Basic DTP design, layout and color principles
- Basic to moderate PC or Mac knowledge
- Analytical trouble shooting abilities and problem solving skills
- High degree of proficiency in MS Office suite programs is essential
- Sound interpersonal skills and client service orientation
- Good planning and organizing skills
- Ability to work independently
- Evidence of being a team player
- Ability to work under pressure, show initiative and multi-task
- Honesty to handle cash or finances

Responsibilities:

- Format and update all relevant content for Health Sciences Faculty Web Site
- Manage all aspect of the Health Sciences Faculty Web Site
- Liaison between faculty staff and ICTS/CMD with regard to departmental web site requirements
- Provide technical support and assistance on CMS (Drupal) platform to departments in the faculty
- Post relevant news/notices/events to the faculty's social media platforms
- Provide input into faculty initiatives around digitising certain manual processes (PDF Form creation and support)
- Proof the content of the faculty's website and Infomailer and other digital media
- Handle all aspects of Faculty Bulk Mail Distribution including Faculty Infomailer.
- Administer a helpdesk facility in the section
- Ensure that all calls are answered and logged in the call tracking system
- Handle Faculty IT purchases from quote requests to placing orders
- Perform inventory management of all pc's in the faculty
- Handle all aspects of selling second hand pc's to staff
- Report on calls logged
- Report on Inventory in the faculty

The annual cost of employment, including benefits (*where applicable*), is between R300 495 and R353 522.

To apply, please e-mail the below documents in a **single pdf file** to Jerome Corns at jerome.corns@uct.ac.za :

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo a competency test.

Telephone: 021 406 6375

Website: www.hr.uct.ac.za

Reference number: E80618

Closing date: 22 June 2018

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>

UCT reserves the right not to appoint.