



NOTES

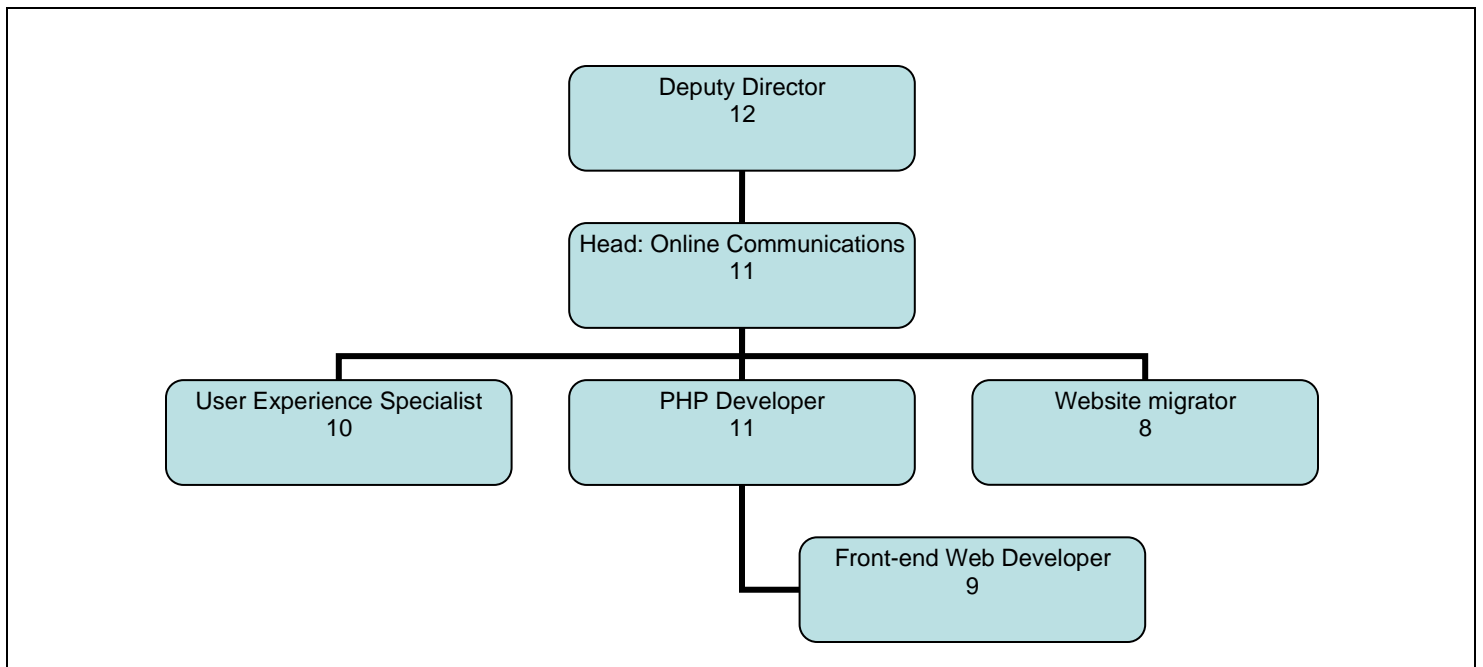
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Website migrator		
Job title (HR Practitioner to provide)	Website migrator		
Position grade (if known)	8	Date last graded (if known)	n/a - New
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Communication and Marketing Department (CMD)		
Division / section	Online Communications		
Date of compilation	September 2021		

ORGANOGRAM

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



PURPOSE

The main purpose of this position is (a) to migrate web content from the current official UCT web content management system into the new Drupal CMS system, (b) to do quality-checking of migrated websites and their content, and (c) to correct the formatting and layout of migrated web content if required. Tasks include rebuilding of site navigation, content optimization (e.g. text and images) and amending incorrect HTML markup and formatting.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit, and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Migrated website quality assurance	65%	<p>Does a side-by-side comparison of the Drupal 7 and Drupal 9 site to check for missing content and problematic formatting and fix them</p> <p>Checks for any issues that remain on the sites, fixes those that can be fixed and reports the rest to the CMD team</p> <p>Checks for issues with images and fixes them, if possible, by optimizing or resizing images, or implementing code to make them responsive</p> <p>Runs a link checker to check for missing pages, images or documents and other broken links; missing content is found and migrated or reported to the CMD team</p> <p>Reports any other issues that cannot immediately be fixed to the CMD team</p> <p>Adheres to the quality checking process as outlined by CMD</p> <p>Reports to Online Communications on progress and issues encountered</p>	<p>The Drupal 9 version of the site contains all the content from the Drupal 7 site and formatting is correct</p> <p>Remaining issues are identified within an agreed amount of time allocated and fixed and/or reported to the CMD team daily/weekly Images are optimized and/or resized as required, and/or made responsive if required</p> <p>Missing pages, images or documents are identified within 24 hours/one-working day/weekly and migrated weekly, or reported to the CMD team daily/weekly; broken links are fixed or reported daily/weekly</p> <p>Issues are reported daily to the CMD team for fixing or to be taken up with the site owner/domain administrator</p> <p>Quality checking proceeds as prescribed</p> <p>The Online Communications Unit is informed daily & weekly of progress and any issues needing to be addressed</p>

2	Website migration from Drupal 7 into Drupal 9	25%	<p>Exports content from websites on Drupal 7 into Drupal 9</p> <p>Rebuilds website navigation in Drupal 9, recreating the original website's navigation</p> <p>Applies basic site style</p> <p>Runs a link checker to check for missing pages, images or documents and other broken links; missing content is found and migrated or reported to the CMD team</p> <p>Reports any other issues that cannot be immediately fixed to the CMD team</p> <p>Adheres to the migration process as outlined by CMD</p> <p>Reports to Online Communications on progress and issues encountered</p>	<p>A website's content is migrated into Drupal 9, within the agreed upon time allocations</p> <p>The original website's navigation is rebuilt accurately in Drupal 9</p> <p>The site displays the required branding, colour palette and other theme aspects</p> <p>Missing pages, images or documents are identified and migrated, or reported to the CMD team; broken links are fixed or reported</p> <p>Issues are reported to the CMD team to take up with the site owner and/or domain administrator</p> <p>Migration proceeds as prescribed</p> <p>The Online Communications Unit is informed of progress and any issues needing to be addressed</p>
3	Liaising with domain administrators and the project service provider migrators (as directed)	10%	<p>Liaises with project service provider migrators to address issues stemming from the migration process</p> <p>Liaises with website domain administrators about website content issues and deliverables</p>	<p>Project service provider migrators understand and address issues in the migrated websites they handed over</p> <p>Missing or fixed content is received and implemented; issues whose correction is outside the scope of the project are reported/explained to domain administrators</p>

MINIMUM REQUIREMENTS

Minimum qualifications	NQF5 in web development or related fields and minimum of 3 years combined experience in a relevant related field.				
Minimum experience (type and years)	3 years in the web development/content management fields, where at least 1 years of the experience involves editing/scripting html in a text editor or similar tool.				
Skills	<ul style="list-style-type: none"> • Excellent computer skills and proficiency in: <ul style="list-style-type: none"> ➢ Image optimization ➢ Web content management systems ➢ Editing HTML in a text editor ➢ Working in WYSIWYG editors • Working knowledge of HTML and CSS • Working knowledge of Excel and MS Word • Ability to work as part of a team • High attention to detail • Working to deadlines • Working in an agile environment • Time-management skills with a systems-focused approach to tasks 				
Knowledge	It would be advantageous to have knowledge of: <ul style="list-style-type: none"> • web content management systems • search engine optimization • JavaScript, JSON • copy editing/proofreading • user interface design • software measuring the quality of web pages • web development tools 				
Professional registration or license requirements	N/A				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances.)	N/A				
Competencies (Refer to UCT Competency Framework)	Competence		Level	Competence	Level
	Professional knowledge and skill		2	Analytical thinking/Problem solving	2
	Communication		2	Teamwork/collaboration	2
	Planning and organizing/work management		2	Building interpersonal relationships	2

SCOPE OF RESPONSIBILITY

Functions responsible for	As listed
Amount and kind of supervision received	Broad supervision
Amount and kind of supervision exercised	N/A
Decisions which can be made	Coding decisions to correct content formatting
Decisions which must be referred	Decisions outside the scope of the migration process

CONTACTS AND RELATIONSHIPS

Internal to UCT	Academic staff, including lecturers, senior lecturers. PASS staff, up to pay class 11, colleagues, students, and others.
External to UCT	Drupal 8 Project service provider's migrators