



NOTES

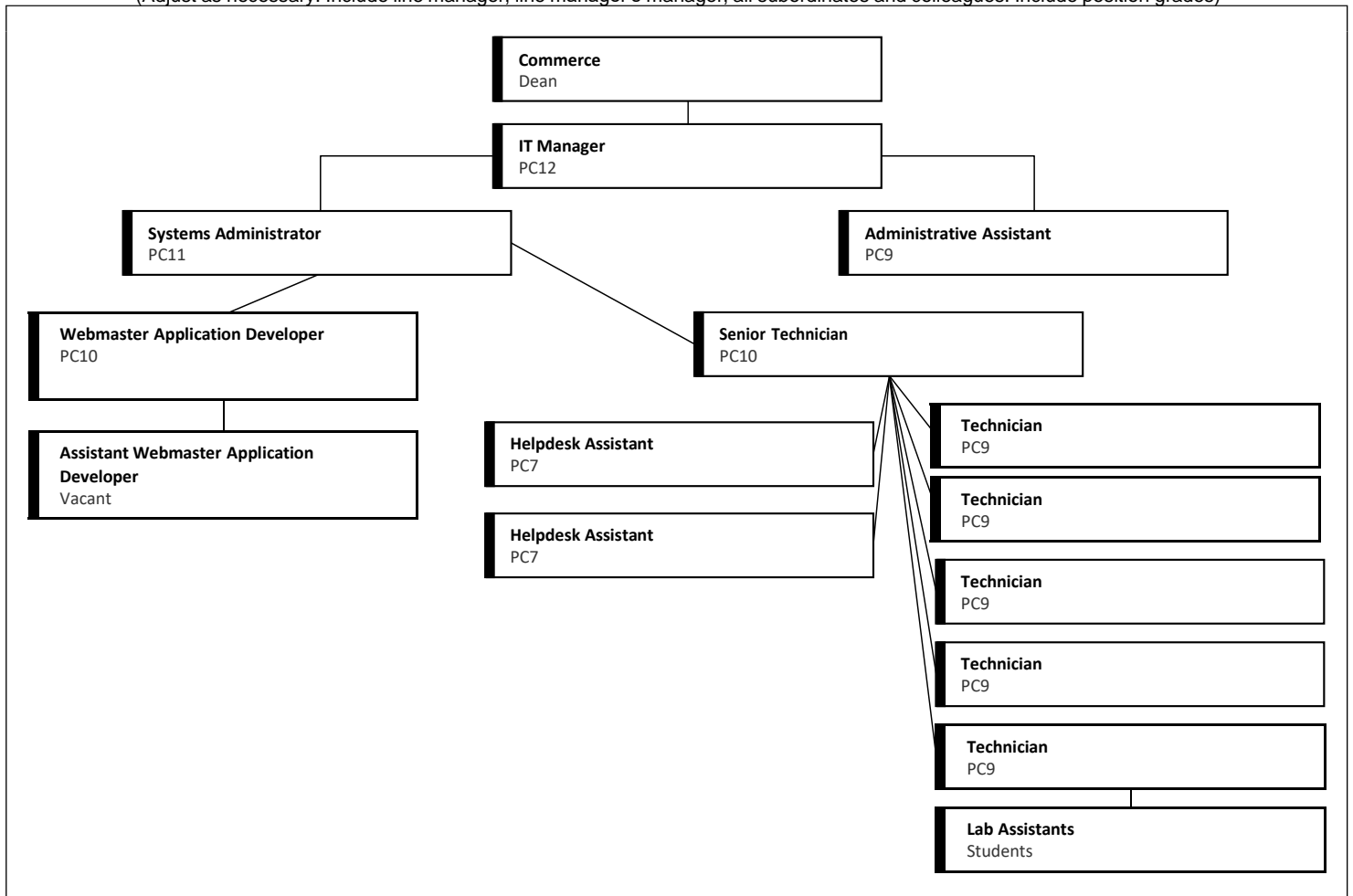
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Webmaster Application Developer		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC10	Date last graded (if known)	15 April 2015
Academic faculty / PASS department	Commerce Faculty / Commerce IT Department		
Academic department / PASS unit	PASS		
Division / section	Commerce IT		
Date of compilation	8 June 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 to support, design and implement the University of Cape Town, Faculty of Commerce websites, systems, services, and infrastructure in a professional, efficient and service-orientated manner. In addition, the incumbent is to provide higher technical support to technicians, senior management and staff and students within the faculty.

CONTENT

Key performance areas		% Of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Web Development Support and Maintenance	20%	<ul style="list-style-type: none"> Provide technical support to the Faculty Digital Content Manager and editor for customisations made to Drupal Websites. 	<ul style="list-style-type: none"> Implementation of Drupal Customisations as required. Maintenance of websites / research and web systems hosted by Commerce IT.
2	Systems Development and Documentation	45%	<ul style="list-style-type: none"> Analyse requirements for informational systems as required by the faculty. Development of systems to automate processes within the Faculty and Commerce I.T Document system requirements and development. User training on these systems. Maintain current applications 	<ul style="list-style-type: none"> Implementation of customized information systems. Improved business processes Documentation of systems and system processes. Develop these systems as a desktop application / web application.
3	Server Management and Configuration	15%	<ul style="list-style-type: none"> Configure and Manage servers as required to host and run websites and systems within the faculty (core focus on IIS, SQL, TFS, Hyper –V, WDS servers) Migrate servers when required Development of custom server-side applications as required by the faculty for teaching and Commerce I.T operations. Assist the IT manger and Systems Administrator in troubleshooting additional server problems. 	<ul style="list-style-type: none"> Configuration and Maintenance of Server infrastructure Customised Server applications Application of server technologies to automate and enhance business processes.
4	User Support	10%	<ul style="list-style-type: none"> Provide higher technical and software applications support to technicians within Commerce I.T Support student and staff members with software /web application issues Provide support to staff members working from home. Support lectures and Students with regards to specialised developer tools and services. 	<ul style="list-style-type: none"> Higher Technical Support Shorter troubleshooting turnaround time on higher level technical problems User Support on specialised Microsoft products
5	Supervise Assistant Webmaster/Application Developer	10%	<ul style="list-style-type: none"> Allocate work and check outcomes. Assistant should be part of all major projects from inception. Set KPA's yearly using the Development Dialogue process. 	<ul style="list-style-type: none"> Check and test applications before final release. To maintain continuity if a member of the team is off. For staff motivation and development.

MINIMUM REQUIREMENTS

Minimum qualifications	A relevant qualification at NQF level 7 with at least two years development experience or a relevant NQF level 6 with three years' development or support experience - with at least two years' experience in the development environment			
Minimum experience (Type and years)	The required years of experience relates to the level of qualification <ul style="list-style-type: none"> • NQF7 - 2 years of relevant development experience • NQF6 - 3 years of development or support experience 			
Skills	<ul style="list-style-type: none"> • Programming and application scripting • Web design • Business or systems analysis 			
Knowledge	<ul style="list-style-type: none"> • C# • Scripting language (PHP, HTML, ASP, JavaScript) Latest versions. • Databases (SQL 2017/2019 and MySQL) • Development Packages (Visual Studio.NET 2019) • Microsoft servers, with the focus on IIS, SQL and MySQL Databases and other Microsoft products The following would be advantageous: <ul style="list-style-type: none"> • Operating systems (Windows 7/10 and Windows Server 2003 R2 - 2019) • Databases (Microsoft Access 2019) 			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	None			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Systems Development and Implementation	4	Information Management	2
	Server Management and configuration	2	Communication	3
	Systems Analysis and Documentation	4	Teamwork	2
	Database Implementation and Maintenance	4	Analytical Thinking and Problem Solving	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Commerce Faculty Application / Web Services
Amount and kind of supervision received	N/A
Amount and kind of supervision exercised	N/A
Decisions which can be made	Security, application Updates as required
Decisions which must be referred	Hardware requirements, Application request changes

CONTACTS AND RELATIONSHIPS

Internal to UCT	Commerce Faculty Staff
External to UCT	