

HR191	<b>POSITION DESCRIPTION</b>	 <b>UNIVERSITY OF CAPE TOWN</b> IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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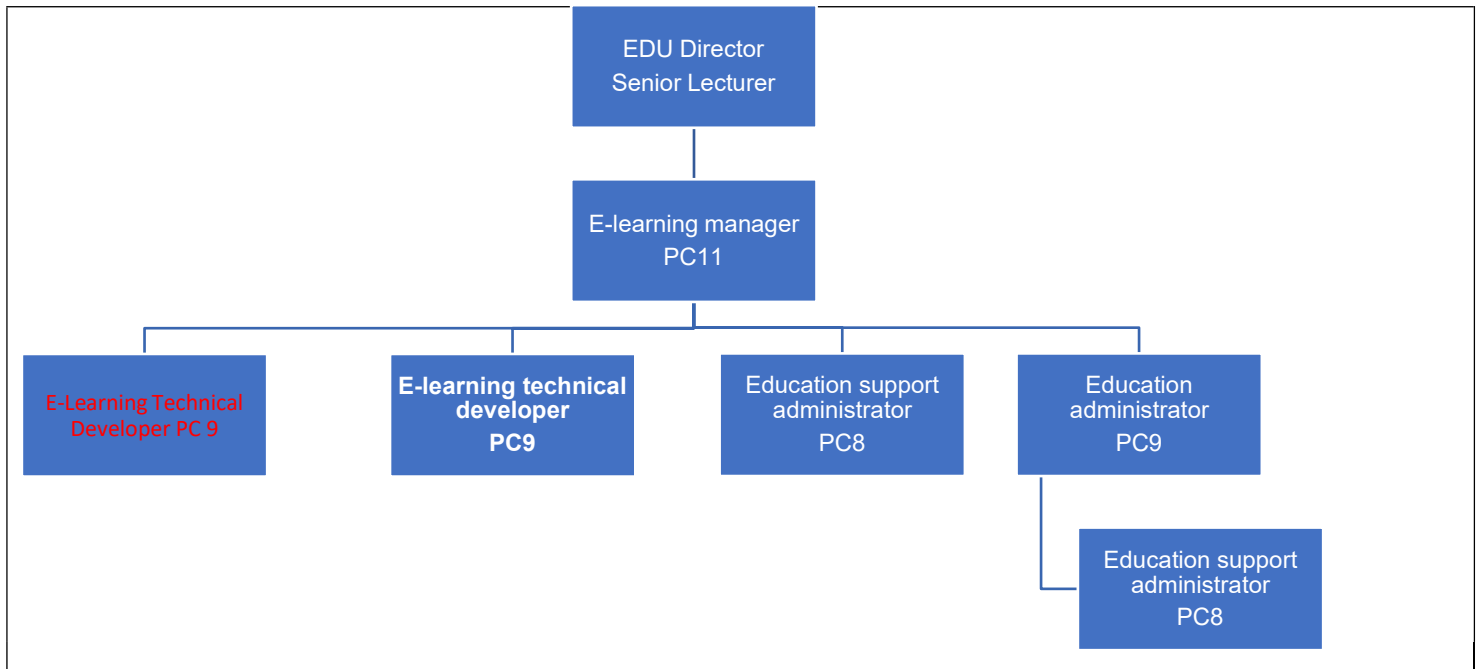
**NOTES**

- 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	E-Learning Technical Developer		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC9	Date last graded (if known)	2019
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Dept of Health Sciences Education		
Division / section	Education Development Unit		
Date of compilation	October 2021		

**ORGANOGRAM**



**PURPOSE**

The main purpose of this position is to support the rapid and efficient adoption of e-tools and e-resources by using instructional design principles to develop blended educational content for training and development initiatives.

**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 meetings.</p> <p>Greets visitors, enquiries 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 members in a professional and efficient manner.</p>
1	Produce teaching materials.	70%	<ul style="list-style-type: none"> <li>- Consult with curriculum designers and other academic staff</li> <li>- Gather requirement and consult with team members, subject matter experts and others</li> <li>- Design learning materials using good educational practice.</li> <li>- Develop blended educational content for learning, training, and development initiatives</li> <li>- Develop online case-based or problem-based multimedia material.</li> <li>- Recommend ways in which the content can be organized to allow for better navigation</li> <li>- Monitor the use of teaching material</li> </ul>	<p>Produce teaching materials</p> <p>Teaching material produced</p> <p>Online material produces</p> <p>Written recommendations</p>
2	Graphic design, animation, and video production	10%	<ul style="list-style-type: none"> <li>- Create and edit videos, sound clips, images, and animations</li> <li>- Source videos, sound clips, images, and animations.</li> <li>- Assist in creating logos and other marketing material</li> </ul>	<p>Graphics, sound bites, videos, animations, and other material produced.</p>
3	Support the use of learning platforms and other applications for teaching and learning.	10%	<ul style="list-style-type: none"> <li>- Resolve and respond to support requests.</li> <li>- Support the deployment of learning programs</li> <li>- Monitor the use of the learning platform</li> </ul>	<p>Users support. Email trials</p>
4	Staff & Student Training and Support	5%	<ul style="list-style-type: none"> <li>- Draw up training outlines and testing material.</li> <li>- Empower staff through one-on- one coaching and training.</li> <li>- Teach or assist on training courses.</li> <li>- Support users and staff in online courses</li> </ul>	<p>Accurate and updated training records</p> <p>Training resources</p> <p>Feedback from staff members</p> <p>Training schedule</p>
5	Administrative support	5%	<ul style="list-style-type: none"> <li>- Support the deployment of learning programs, courses, and webinars</li> <li>- Contribute to report writing and presentations</li> <li>- Perform user admin tasks</li> <li>- Record keeping</li> </ul>	<p>Accurate and updated records</p> <p>Published reports and presentations</p> <p>Email trials</p>

### MINIMUM REQUIREMENTS

Minimum qualifications	NQF Level 7 – Bachelor’s Degree / Advanced Diploma in a relevant field			
Minimum experience (type and years)	2 years working experience as a web developer / developer			
Skills	Ability to analyze and interpret expressed needs into appropriate technology solutions Ability to work in a team and to communicate effectively Ability to work independently with minimal supervision Academic, report and technical writing skills and experience. Advanced web design skills Advanced computer literacy and computer operation Data analysis skills Graphic design skills Planning & organizing Presentation skills and experience Problem solving skills Strong attention to detail Communicate effectively in a digital environment			
Knowledge	Understanding of instructional design methodologies Ability to designing and developing visually rich media (images, video, sound, animation) using a range of tools			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances.)				
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Teamwork/collaboration	2	Planning and organizing / work management	2
	Written communication	2	Conceptual thinking	3
	Adaptability/flexibility	2	Creativity and innovation	3

### SCOPE OF RESPONSIBILITY

Functions responsible for	Consult with various stakeholders to create online and blended learning teaching material
Amount and kind of supervision received	Will be supervised by eLearning Manager
Amount and kind of supervision exercised	
Decisions which can be made	Related to self and stakeholder for which content is being created
Decisions which must be referred	Decisions which might affect the eLearning Division, Education Development Unit, Department, Faculty, or Institution

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Vaccines for Africa Initiative, other departments within FHS, CHED and the Libraries.
External to UCT	None

