



NOTES

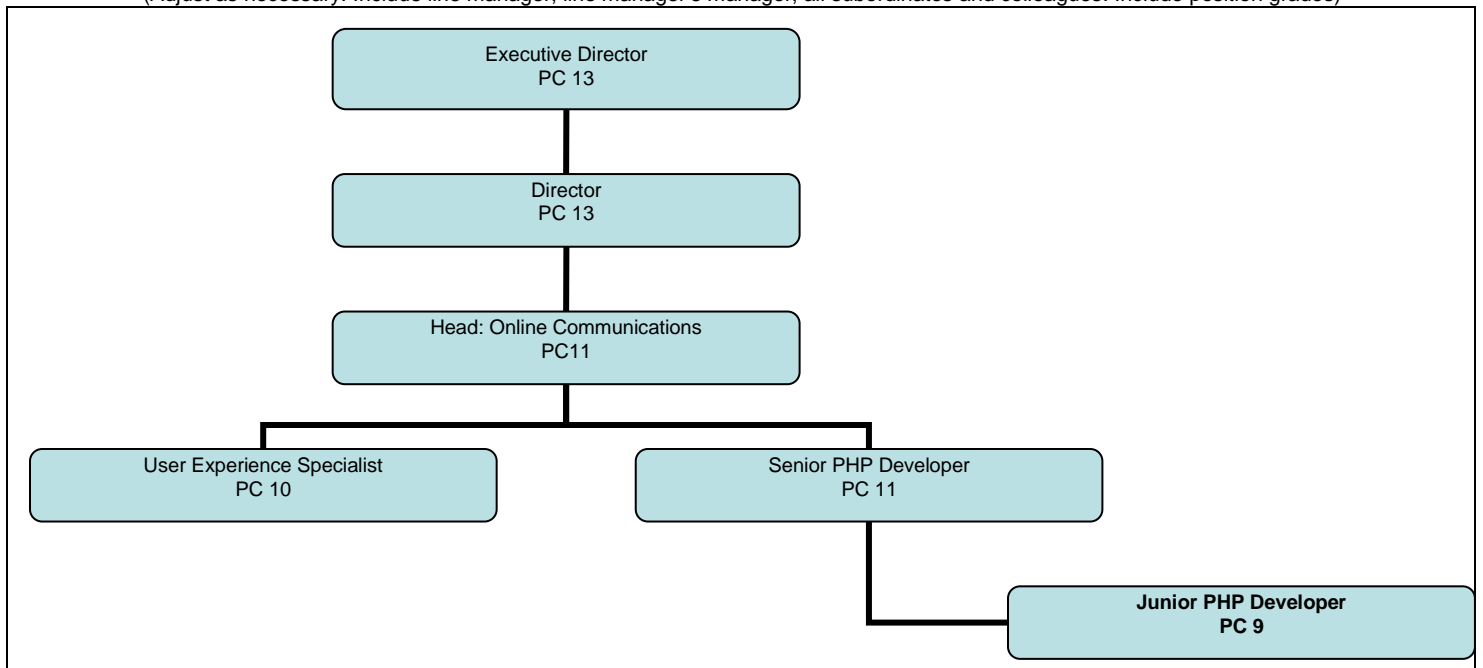
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Junior PHP Developer		
Job title (HR Practitioner to provide)	Junior ICT Specialist		
Position grade (if known)	PC 9	Date last graded (if known)	August 2018
Academic faculty / PASS department	Communication and Marketing (CMD)		
Academic department / PASS unit	Online Communications		
Division / section			
Date of compilation	8 May 2018		

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 the Senior PHP Developer with

- the development of websites and applications, as well as the implementation, support and maintenance of the same,
- quality control and testing of web and application functionality,
- drafting technical requirement specifications, and
- web support for CMD and CMD clients.

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	Web and application development	35%	<p>Develop websites and applications, under the direction of the Senior PHP Developer</p> <p>Create and implement the code necessary to create aspects of themes and designs for websites and web systems</p> <p>Research and implement solutions to fulfil business requirements, under the direction of the Senior PHP Developer</p> <p>Assist the Senior PHP Developer with the quality control and testing of functionality provided by service providers</p> <p>Provide technical web and application support to CMD units</p> <p>Keep abreast of developments in the web, mobile and related industries</p>	<p>CMD and CMD clients are provided with UCT web policy-compliant websites and web applications, in line with best practice principles</p> <p>UCT websites and web systems are themed as required</p> <p>Solutions are implemented to fulfil clients' business requirements</p> <p>The Senior PHP Developer is assisted with the quality control and testing of functionality provided by service providers</p> <p>CMD units are assisted with technical support</p> <p>Website and web application development keep up with industry developments and remain competitive in the tertiary education web arena</p>
2	Website and web application administration, support and maintenance	35%	<p>Provide web development support to CMD and CMD clients</p> <p>Assist the Senior PHP Developer with assessing the impact of security and software upgrades on websites and web applications</p> <p>Investigate reported web issues and respond to queries and requests as directed</p> <p>Develop a high level of skill with UCT's official WCMS and any others used by CMD</p> <p>Train the users of systems provided by CMD, or users of the official WCMS as required</p>	<p>Client assistance and support are provided to CMD and CMD clients</p> <p>The Senior PHP Developer is assisted with the assessment of the impact of security and software upgrades on websites and web applications</p> <p>Provision of web support to CMD and other UCT website owners and content managers by investigating reported issues and responding to queries and requests as directed</p> <p>The incumbent becomes proficient with the official WCMS and any others used by CMD</p> <p>Users become proficient in the use of systems provided by CMD, as well as the WCMS</p>
3	Website statistics	10%	<p>Assist the Senior PHP Developer with the administration and configuration of analytic and custom search</p>	<p>The Senior PHP Developer is assisted with the administration and configuration of analytic and custom</p>

			accounts Implement web statistics tracking as directed	search accounts Website statistics are tracked so that CMD can make use of web statistics
4	Benchmarking technology	10%	Benchmark UCT's main websites and related practices against that of other tertiary institutions of the same ranking, both local and national) as directed Benchmark UCT's web presence and related practices against that of other tertiary institutions, and other web professionals across the university as directed	UCT's main websites benefit from the latest developments and trends UCT's web presence is marketed and represented optimally by the websites it is composed of
5	Documentation of technical requirements	5%	Draft technical requirements for new web functionality	Technical requirement drafts are produced for the Senior PHP Developer to approve
6	Management support	5%	Write reports as required Perform any other tasks assigned by the line manager	Reports are written as required All assigned tasks are performed
7	Transformation		Support the University and CMD's transformation goals	Transformation goals are supported and inform the incumbent's work and behaviour

MINIMUM REQUIREMENTS

Minimum qualifications	National Diploma in Information Technology or similar (NQF 6)			
Minimum experience (type and years)	Minimum of 3 years in the web and application development industry; demonstrable experience with required skillset			
Skills	LAMP environment: Linux, Apache, MySQL, PHP; web and application development; web content management systems; database design; JavaScript/jQuery; HTML 5; CSS; web design; troubleshooting; quality control;			
Knowledge	User experience and usability principles; best practice; web design; database design; authentication; search engine optimisation; information architecture			
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 UCT Competency Framework)	Competence	Level	Competence	Level
	Client service and support	2	Professional knowledge and skill	2
	Communication	2	Quality commitment/work standards	2
	Continuous learning	2	Teamwork/collaboration	2
	Planning and organizing/work management	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Web and application development
Amount and kind of supervision received	Senior PHP Developer supervises new website or application development, and major additional development on existing websites and applications (e.g. new modules)
Amount and kind of supervision exercised	None
Decisions which can be made	Solutions for website issues/requests concerning non-CMD websites (web support); routine additional development on websites and applications (e.g. expanding or customising web forms)
Decisions which must be referred	Approval of websites and applications developed; approval of scripts; approval of technical requirement drafts; approval of kind and level of web support provided

CONTACTS AND RELATIONSHIPS

Internal to UCT	ICTS; CMD; UCT website content managers; UCT web content owners
External to UCT	