



JOB TITLE (Position Code)	Junior Applications Developer (was Analyst Programmer)	GRADE	10
DIVISION	Information and Technology Services Division (Applications Development Section)	INCUMBENT	
SUPERVISOR/MANAGER	Manager: MIS & Applications Development	JOB TYPE (ACADEMIC/SUPPORT)	Support
PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)	Permanent	FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)	Full-time
COUNCIL FUNDED POST OR OUTSIDE FUNDED	Council	DATE APPROVED	Updated 10 October 2024 (HS)

MAIN JOB OBJECTIVE/S
To customise software solutions required for the administration of the University, and to support users in the operation of such software and programs. The position also requires querying and analysis of the underlying data to provide answers to ad hoc queries generated by users of software. Sometimes this work may involve working with databases and data sources other than the centralised administrative system but will usually be limited to data and databases that are critical to the University administration systems.

DESCRIPTION OF KEY RESPONSIBILITY AREAS	KEY PERFORMANCE INDICATORS
MANAGEMENT AND GOVERNANCE OF THE UNIVERSITY'S CENTRALISED DATABASE - 10%	1. Ensure that the principles of good governance and change controls are adhered to whenever programming code is changed. 2. Actively participate in all system enhancements by suggesting ways to enhance and improve software, database structure, audit processes etc. 3. Understand when to escalate a query or problem that does not fall within the realms of the incumbent's portfolio. 4. Maintain confidentiality of the data.
ADMINISTRATION AND IMPLEMENTATION OF SOFTWARE AND PROCESSES - 80%	1. Provide user friendly applications for the collection and reporting of any University administrative data. 2. Develop front end screens and reports within applications according to the agreed upon specifications provided by the project lead. 3. Test all developed and/or changed applications fully before indicating that the change is complete. 4. Share programming experience and information within the team so as to ensure continuity of the data and database and to help develop good coding practice within the team. 5. Develop oneself with new skills as and when technology changes and the tools of the trade change.

LIAISON WITH ALL KEY PLAYERS IN ADMINISTRATION OF UNIVERSITY - 10%	1. Assist users on various aspects of the data and its collection. 2. Assist users with use of the software front ends developed within the team.
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JOB REQUIREMENTS
EDUCATION AND EXPERIENCE A 3 year NQF Level 7 qualification with approximately 1 year programming experience Programming experience is evidence of experience in a programming environment developing software front ends using C# or web technologies
COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES The job incumbent is expected to demonstrate the following competencies: - TECHNICAL SKILLS • Knowledge and operational understanding of a fourth generation relational database and query language • Ability to develop software • Ability to learn new programming languages and change programming platform easily • Sound computer literacy – ability to work with multiple software applications • Excellent Excel skills NUMERICAL AND PROBLEM SOLVING SKILLS • Above average numerical capability with attention to detail • Ability to problem solve and think tangentially (i.e. in ways that are divergent) ADMINISTRATION SKILLS • Excellent organisational and time management skills • Ability to maintain records where necessary • Above average accuracy with particular reference to attention to detail COMMUNICATION AND PEOPLE SKILLS • Excellent interpersonal skills • Shows an understanding and acceptance of diversity ie. cultural, racial and personality diversity • Always responds openly and honestly and maintains confidences where necessary • The ability to communicate verbally and in writing in English. • The ability to communicate in another official language will be an advantage. WORK BEHAVIOURS • Ability to work independently as well as within a team • Extremely high service ethic with a personal standard that ensures deadlines are always met timeously • Ability to multi task and work under extreme pressures • Accepts criticism and realises the need for critical analysis in order to develop • Professional approach to all aspects of the job • Shows an openness to lifelong learning and willingness to change
SUBORDINATES None.

FUNCTIONAL RESPONSIBILITIES (only if applicable)
PLANNING (i) What is the longest (macro) period that the jobholder has to plan ahead? 6 months (ii) Typically how long are the micro phases/time periods that the macro planning is divided into?

1 to 2 weeks	
ADDITIONAL INFORMATION	
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RemChannel Code	224
Note: Any changes made to the job profile (other than the name of the incumbent, the position code and OFO code) must be approved by the P&C Director or the Senior Manager HR Specialist Services.	