RHODES UNIVERSITY
Where leaders learn

JOB TITLE	Multimedia and Web Developer	GRADE	12
POSITION CODE		OFO CODE	
DIVISION	School of Journalism and Media Studies	INCUMBENT	
SUPERVISOR/MANAGER	Manager: Media Technology and Operations	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 Funded	DATE APPROVED	14 June 2024 - JE Committee. Updated 12 August 2024 (HS)

MAIN JOB OBJECTIVE/S
To ensure the effective conceptualization, implementation and management of websites and social media content hosted by the School of JMS, in support of the schools teaching and learning activities as well as its professional engagement with stakeholders and communities of practice. As part of this, to collaborate with academic staff in the design, development, maintenance and enhancement of all JMS websites and oversee the implementation of new websites. Also, to work with academic staff in designing and managing the schools marketing and social media material. To provide necessary support and maintenance on all websites and webservers while ensuring adequate security measures are in place.

DESCRIPTION OF KEY RESPONSIBILITY AREAS	KEY PERFORMANCE INDICATORS
FUNCTIONAL AND TECHNICAL RESPONSIBILITIES (50%)	- Web design and implementation. - Webserver configuration and maintenance. - Managing website back-end including database and server integration for easy data storage and retrieval. - Design, implement and manage social media content. - Design and implement Content Management System templates and plugins. - Analyse system issues for root cause, impact, workarounds and permanent fixes. - Collaborating with academic staff to solve problems and make recommendations.

	• Conducting research on new technologies, possible solutions and techniques. • Assist in developing uniform web strategies, plans and platforms for the School which harmonise with central systems. • Provision of videoconferencing, streaming and digital signage services to the School. • Create and manage branded Facebook pages, upload images and video content on various platforms. • General duties and ad-hoc tasks, projects and requests when required.
PROJECT MANAGEMENT RESPONSIBILTIES (30%)	• Assessment of project requirements in conjunction with the initiating Academic or Project staff member, and the Media Technology Manager, for the determination of resource availability and scheduling. • Devising, managing and monitoring rollout plans. • Reviewing project plans and taking corrective measures to bring projects within agreed parameters where necessary. • Coordination of all aspects of School multimedia applications. • Reporting to the Technology Manager on progress. • Ensuring that all projects have appropriate management frameworks and reporting structures. • Ensuring that the multimedia needs of the School are aligned with the strategic institutional framework of the University.
MAINTENANCE AND SECURITY RESPONSIBILITIES (20%)	• Ensuring the School's sites and servers are maintained at adequate levels of redundancy and backup. • Ensuring that the School's sites are adequately protected in terms of access privileges and virus protection. • Ensuring that the School's sites are adequately protected against internal and external attack.

	● Respond timeously to I&TS vulnerability scanning findings
	● Identify and mitigate risks.
	● Complies with all relevant operating procedures.
	● Complying with all relevant security requirements for both the School and the University.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

3-year degree/Diploma or equivalent (NQF Level 7) in Computer Science, Web Development, Graphic Design, Programming or IT with approximately 4 years' experience (does not have to be concurrent and can be made up of in-house training, internship, project work whilst studying etc.), where such experience includes: -

- Previous experience in website development.
- Experience in multimedia design, Graphic design and editing (Video and animation).
- Experience with MySQL server.
- Proficiency in Adobe Creative Cloud suite (Photoshop, Illustrator, InDesign, PremierPro).
- Previous experience in working with ICT systems, particularly web servers, security and maintenance.
- Development of web policy, systems and standards will be considered a distinct advantage.
- Previous experience managing small to medium-sized projects or having managed parts of large projects.
- Experience working in a Media Technology industry is an advantage.
- Experience in social media marketing will be an advantage.

COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES

The job incumbent is required to demonstrate the following competencies: -

TECHNICAL SKILLS

- Knowledge and understanding of web and application development.
- Knowledge and understanding of relevant software applications.
- Sound knowledge of making online multimedia applications fully functional.
- The use of multimedia features including but not limited to text, sound, graphics, digital photography, 2D/3D modelling, animation, video, streaming and digital signage.
- An ability to utilise diverse platforms (content management systems).
- Knowledge of software development life cycle and system designing concepts.
- Sound knowledge and understanding of new and mobile developments and convergence.
- Be able to work methodically, meticulously and pay attention to detail.

PEOPLE AND COMMUNICATION SKILLS
- Ability to communicate effectively both verbally and in writing in English.
- Ability to communicate in other official languages is desirable and will be an advantage.

ADMINISTRATIVE SKILLS
- Sound Computer literacy: able to work with a word processor, spreadsheets, use the internet and email.

WORK BEHAVIOURS
- Strong service ethic with a track record of continuous improvement.
- Able to work independently as well as a member of a team.
- Actively seeks feedback.
- Able to withstand criticism and use constructive criticism to improve service delivery and own contribution.
- Professional and able to produce work of a high quality.
- Shows initiative.

SUBORDINATES
None

FUNCTIONAL RESPONSIBILITIES

PLANNING

(i)   What is the longest (macro) period that the jobholder has to plan ahead?
        1 year

(ii)   Typically, how long are the micro phases/time periods that the macro planning is divided into?
         1-2 months event depending

ADDITIONAL INFORMATION

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RemChannel Code	1534

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 People and Culture Director or the Senior Manager: Specialist P&C Services