

JOB DESCRIPTION/JOB MODEL

NAME: A. Peter	PERSAL NUMBER
Vacant	

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager: Web Design
CORE	IT & Related Personnel
JOB LEVEL	Level 9
DATE	23 October 2009
LOCATION	Bisho
COMPONENT	CIO
POST REPORT TO	Manager
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

<p>Manager Assistant Manager</p>
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C. JOB PURPOSE (Linked to Strategic Plan)

Plan, develop and maintain a website that is user friendly and secure, containing content that is updated regularly, current and relevant and also accessible to stakeholders at all times.

D. MAIN OBJECTIVES (Key performance area (KPA's)).

	MAIN OBJECTIVES	%
1	<p>Plan, develop and maintain website that is user friendly and secure, containing content that is updated regularly, current and also accessible to stakeholders.</p> <ul style="list-style-type: none"> • Monitor and implement web pages according to the best practices and standards throughout the departmental intranet and internal. • Review and implement web content according to standards and procedures. • Receive and implement submissions on publishing on departmental internet. • Create, develop and maintain content for departmental internet and intranet. • Create and manage user accounts for departmental internet and website. • Web hosting management and monitoring the Departmental data growth and website utilisation. • Plan analyse and create graphical user interfaces for web based applications on the departmental websites 	30
2	<p>Liaising with the relevant internal and external entities and/or Government Departments to gather information to be uploaded onto the website and also making sure that information is up to date.</p> <ul style="list-style-type: none"> • Work closely with various content holders within the Department particularly communication division, to collect, verify and upload or publish content onto the departmental website. 	30%

3	Research and implement new web technologies to improve the website and improve interest in visiting the site. <ul style="list-style-type: none"> • 	10%
4	Assist in developing and implementing policies and procedures for web application systems in order to guide the web design and web content management tasks within the Departments. <ul style="list-style-type: none"> • Assist in the development of IT related policies in line with the National policies. • Develop circulars in order to regulate internal usage of website/intranet. 	20%

E. DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

F. PERFORMANCE STANDARDS & INDICATORS (Based on main objectives)

Performance standard (measurable outputs / end results) MAIN OBJECTIVES	Indicator (Indicating how well / if standards were achieved)
Plan, develop and maintain website that is user friendly and secure, containing content that is updated regularly, current and also accessible to stakeholders.	•
Liaising with the relevant internal and external entities and/or Government Departments to gather information to be uploaded onto the website and also making sure that information is up to date.	•
Research and implement new web technologies to improve the website and improve interest in visiting the site.	•
Assist in developing and implementing policies and procedures for web application systems in order to guide the web design and web content management tasks within the Departments.	•

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Manager	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Render Related services • Service reports • Routine reports and notes • Protocols

Departmental staff staff/ colleagues	Teamwork, liaising, information-sharing to optimize web design. services rendered, Good communication Feedback, referrals	<ul style="list-style-type: none"> • Routine memos and notes • Technical guidelines • Statistics
Multi disciplinary staff members	Using multidisciplinary team to render support to the information management, Co-operation, support, referral	<ul style="list-style-type: none"> • Referral reports / file notes • Regular meetings minutes

H **COMPETENCY PROFILE**

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Information management in Public Service and ISS Policy, Information Communication technology Procedures Access to information Act.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Policy Formulation Skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, empathy, patience	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of Information Technology field	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking,	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	Degree/ National Diploma in Related field (4/3yrs) Three years experience required Training in ethics Ability to collect and collate data Demonstrative ability to apply IT for planning, ability to work under pressure; Continuous professional and ethical behavior

I. **INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)**

**** IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES

J. **CAREER PATHING**

J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post : Manager

2. Nature of work in next higher post: -As required in the higher post

K. AMENDMENTS TO THE JOB DESCRIPTION

- The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

L. PERFORMANCE INSTRUMENTS

- The performance instrument of the postholder, should be read as an extension of this job description.

M. JOB DESCRIPTION AGREEMENT

- We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR: Manager	JOB INCUMBENT: A. Peter
RANK: L. Ndube	RANK:
DATE:	DATE:
ACCEPTED :	SIGNATURE:
Additional comments/proposed time of revision of this job description: - only if there are changes in the job content.	
Date of revision:	