



SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

JOB PROFILE

RE-ADVERTISEMENT

JOB TITLE	Officer: Web Administration		
DURATION	Twelve (12) Months Fixed Term Contract		
REPORTING TO	Senior Manager: Corporate Communication and Marketing		
JOB GRADE	C3	Minimum	Midpoint
	CTC	R 431 426.00	R 507 560.00
NO. OF INCUMBENTS	1		
DIVISION	Corporate Services		
LOCATION	National Office		
MAIN PURPOSE OF THE JOB	To administer, maintain Seda website, intranet and extranet in line with Seda's Communication and Marketing strategy as well as provide end-user technical support to internal and external stakeholders.		
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Develop the website, intranet and extranet action plans in line with the Marketing and Communications Plan. ❖ Implement the website, intranet and extranet approved plans in line with Unit Workplan. ❖ Manage end-user technical support. ❖ Manage permissions and security access. ❖ Monitor and evaluate usability of website, intranet and extranet platforms. 		
REQUIRED MINIMUM QUALIFICATION	❖ Matric (NQF Level 4) and National Diploma (NQF Level 6) in Information and Communication Technology or Computer Science or Computer Systems		
REQUIRED WORK EXPERIENCE	<ul style="list-style-type: none"> ❖ 3-5 year's work experience in Web Administration/Development environment. <p>Able to demonstrate:</p>		

	<ul style="list-style-type: none"> ❖ Knowledge of ASP.Net, Microsoft Office SharePoint Services, JavaScript, HTML, HTML5, IIS, JQuery, CSS, SQL and Content Management Systems. ❖ Knowledge of website security. ❖ Knowledge of Microsoft SharePoint Designer. ❖ Knowledge of InfoPath Forms Services. ❖ Knowledge of System Development Life Cycle. ❖ Knowledge of PPPF and PFMA legislation.
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Communication (written and verbal) skills ❖ Technical skills ❖ Problem solving skills ❖ Project management ❖ Interpersonal skills ❖ Financial acumen ❖ Customer service orientated ❖ Performance and results driven ❖ Self-management ❖ Ability to work under pressure ❖ Attention to detail ❖ Analytical thinking ❖ Conflict handling ❖ Decision making skills ❖ Team player ❖ Facilitation skills
<p>NB: It is the organization’s intention to promote equity and representivity in terms of race, gender and people living with disability as per the set numerical targets contained in the organizational Employment Equity Plan (EE Plan). Previously Disadvantaged Individuals are encouraged to APPLY.</p> <p>The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful. Proposed offers will be made from Minimum to Midpoint as advertised.</p>	

- ❖ Only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful.
- ❖ Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).
- ❖ Applicants should note that any false information contained in their cv and related documents could result in disqualification and/or summary dismissal. Please note that by applying for this position, you give SEDA permission to process your personal information in compliance with POPI ACT.

To apply, please send your CV to recruitment@se-da.org.za

Please state the position you are applying for in the subject line. **Closing Date: 19 July 2024**