



Career Opportunity

JOB DESCRIPTION

Job Title	WebMaster:
Reference	EC102
Division	Technical
Function	Technical
Report To	Service Delivery Manager: Bethusile Shiba
Company	Afrocentric IP (Pty) Ltd
Location	Eastern Cape

JOB PURPOSE

To ensure that web servers' hardware and software are running effectively daily and webpages load quickly and effortlessly, manages web pages, sites and applications.

KEY DIMENSIONS (SCOPE) APPLICABLE TO THE JOB

1. Meet with management regularly to discuss current and future functionality
2. Monitor security and perform all necessary updates
3. Monitor and report all web traffic
4. Make all necessary updates to the company site, minimizing downtime

FUNCTIONAL COMPETENCIES

1. Good interpersonal skills including willingness to assist communication and follow up.
2. Computer literate
3. Time management and organisational skills, willing to work flexible hours
4. Initiative and problem solving.
5. Ability to cope in a pressured environment.
6. Critical thinking
7. Pay attention to detail
8. Great Reporting writing skills
9. Be outspoken
10. Excellent reading skills
11. Analytical thinking

GENERAL RESPONSIBILITIES

1. Content updates on the websites, ensuring up-to-date information is available
2. Ensure functionality and running of the departmental website
3. Enhancements to ensure the website is user-friendly
4. Maintenance to keep website running at an optimum speed for audiences use
5. Build functional and easy-to-use websites
6. Test websites across browsers, operating systems and devices
7. Monitor and analyse site performance
8. Ensure site security by setting up firewalls and login pages
9. Ensuring functionality and efficiency of sites and web servers
10. Debug pages and fix broken links or images



QUALIFICATIONS, EXPERIENCE, SKILL & KNOWLEDGE

1. Qualifications:

- University degree/College diploma in the field of computer science and/or information technology

2. Experience:

2.1 Minimum of 2-3 years' experience in content management

2.2 IT background will be an added advantage

3. Skill & Knowledge

3.1 MS Office(MS Word, Excel, PowerPoint, Access, Project)

3.2 Communication

3.3 Presentation skills

3.4 Problem- Solving

3.5 Soft skills

PLEASE EMAIL CVS TO: hr@afrocentricip.com

General Terms and Conditions:

1. Whereas the above will be expected from you, Afrocentric IP Services will provide you with the necessary tools and guidance for you to achieve your objectives where required. Your responsibilities are governed by Afrocentric IP business' requirement for efficiency, effectiveness and excellence in the provision of IT Consulting- Business Continuity and Information Security.
2. Your job description/profile may due to the operational requirements and or customer requirements be altered from time to time and this will be communicated to you in time where it realistic and practical. And should a need arise for you to provide assistance outside your job description/profile you will be expected to perform such duties subject to consultation.
3. Your role will be governed by the principles of continuous allocation of sites and clients to work in as identified or based on the requirement to provide a service in Gauteng and outside Gauteng Province.