

JOB PROFILE

ADMINISTRATIVE DETAILS

JOB TITLE:	ICT Project Manager
CAMPUS:	KZN, Durban, Howard College
START DATE	1 February 2018 - 6 month fixed term contract

REPORTING STRUCTURES

LINE MANAGER OF THIS POST: **CEO: UKZN EXTENDED LEARNING (UEL)**

INTERACTION

OUTSIDE UEL: **10 HOURS**
WITHIN UEL: **30 HOURS**

PURPOSE OF THE JOB

To co-ordinate the support, design, maintenance, management and development of UKZN Extended Learning's (UEL) Information and Communication Technology (ICT) systems, services and infrastructure. The ICT Project Manager will also be responsible for the management of the system upgrade and integration project (TUP) within specified timelines.

KEY ACTIVITIES

Project Management

- Lead: systems integration project
- Develop and improve operational efficiencies
- Test and evaluate new system, software, hardware and operating procedures

Design, maintain and manage services and/or networks

- Conduct technical design according to specific standards
- Plan and schedule the installation of new or modified hardware, operating systems and/or applications software
- Implement security procedures and tools
- Ensure systems availability, functionality, integrity, and efficiency
- Collect and analyse usage and performance statistics
- Set and document technical standards, in consultation with peers and Team
- Manage relationships with contractors and suppliers; ensure work is carried out according to standard and schedule; sign work off once completed 100%

User Support

- Co-ordinate and resolve support calls
- Lead and respond to highly complex support requests
- Lead and assist staff with complex support requests
- Design, teach and facilitate on training courses as required

MINIMUM QUALIFICATION AND EXPERIENCE REQUIRED FOR THE POST

EDUCATIONAL REQUIREMENTS		<p>Relevant Degree / Diploma (e.g. Computer Science) And /Or CCNA, CNE, MCSE or similar relevant IT qualification</p> <ul style="list-style-type: none"> • Project Management • Systems integration • Knowledge of educational blended and online learning and learner management systems (eg. Moodle, Coursera) • Web-based development • Knowledge of PHP, MYSQL, HTML 5, Java Script and Word Press <p>Technologies used by the company:</p> <ul style="list-style-type: none"> • Microsoft • Accpac • Sage CRM • VIP
EXPERIENCE	IN YEARS	5-7 years relevant experience, including the development and implementation of educational online learning solutions.
SPECIAL REQUIREMENTS:		<ul style="list-style-type: none"> • Willingness to work after hours as required
IN ADDITION TO THE ABOVE		
SKILLS AND COMPETENCIES REQUIRED FOR ROLE		<ul style="list-style-type: none"> • Planning and organising • Working to tight deadlines with multiple clients/suppliers • Building interpersonal relationships • Communication • Adaptability • Developing others • Quality commitment • Client/student service • Technical/professional knowledge and skill • Creativity and innovation • Formal presentation