DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely *'people-centred and engaged'* and *'innovative and entrepreneurial'*. These are interwoven intrinsically by a number of double pairs consisting of *'values and principles'* that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Department of Information and Communications Technologies Services

1. Post: ERP Systems Administrator (Ref C532)

Minimum Requirements:
  • An NQF Level 6 qualification in computer science or information technology or an equivalent qualification.
  • 3years experience in administering corporate ERP systems and software
  • 3years experience in supporting ERP systems and software

Key Responsibilities:
  • Administer and monitor ERP systems
  • Evaluates and/or recommends purchase of systems and software hardware, and peripheral equipment
  • Provides technical consulting services to department/organisation regarding the use of ERP systems and software to satisfy business needs
  • Installs, configures and maintains ERP systems and software
  • Adds or upgrades and configures ERP systems and software
  • Performance and/or oversees software and application development, installation and upgrades
  • Maintains site licenses for DUT
  • Plans and implements ERP systems and software to identify and correct malfunctions and other operational difficulties
  • Receive a request for testing and analyse to determine the type of testing required
  • Obtain/develop a test specification in accordance with system specifications
  • Develop a test plan based on the test specification
  • Specify test acceptance criteria in accordance with requirements
  • Specify test scenarios and test cases to enable testing
  • Develop the necessary test scripts to automate the testing process where possible
  • Conduct testing in collaboration with the users according to test plan covering the entire test specification
  • Ensure that the system functions according to the user requirements
  • Determine any malfunctioning and report to the relevant role players for rectification

ENVISION2030   transparency • honesty • integrity • respect • accountability
fairness • professionalism • commitment • compassion • excellence

- Monitor the system for functionality in accordance with specification
- Compile a test report reflecting all testing completed and rectification required
- Issue the final acceptance certificate in accordance with procedures
- Archive the test file for future reference purposes
- Receive a request for the training and analyse to determine the nature and extent of the training
- Identify the need for training in accordance with queries and staff application
- Conduct a Training Needs Analysis to determine the exact learning requirement
- Define the learning objectives in accordance with the learning requirement
- Develop the learning material in accordance with the objectives
- Consult the requestor to ensure that the learning material will address the needs
- Determine the facilitation technique required to facilitate the training
- Determine the equipment required to assist in the facilitation of the learning
- Arrange the training event with the relevant role players
- Facilitate the training in accordance with the learning objectives
- Continuously evaluate the learning to ensure that the learners are competent
- Evaluate the training to determine areas of excellence and areas of improvements
- Assess the attendants to determine competence level
- Submit the training results to HRD for capturing on the database
- Provide feedback to the relevant role players
- Determine additional learning requirements and inform the relevant role players
- Receive and analyse a request to determine the nature and extent of the support to be provided
- The need for provision of support is identified during the execution of outputs
- Diagnose the problem to determine the appropriate action
- Document the solution in accordance with policies and procedures in the standardised format where necessary
- Submit the resolution document to the document management system for future reference purposes
- Provide feedback to the relevant role players
- Develop scripts
- Receive and analyse a request for the development of script to determine the nature of the functionality
- Identify the need for new script during operational output
- Liaise with the users to determine the exact needs and to compile a first draft URS
- Conduct an impact study to determine the possible effect on the current- and associated systems

Salary Range: R250 848 pa (min) – R420 012 pa (max)

2. Post: IT Trainer (Ref C534)

Minimum Requirements:
- An NQF Level 7 qualification in Information Technology or CompSuter Science
- 3years' experience in a customer service environment
- 2years' experience in a corporate training environment

Preferred: Accreditation as a Learning Facilitator and Assessor

Key Responsibilities:
- Facilitate interventions
- Conduct training
- Receive a request for the training and analyse to determine the nature and extent of the training
- Identify the need for training in accordance with queries and staff application
- Conduct a Training Needs Analysis to determine the exact learning requirement
- Define the learning objectives in accordance with the learning requirement
- Develop the learning material in accordance with the objectives
- Assess Learning

- Receive a request for assessment is received and analyse to determine the applicable standard/s
- Schedule the assessment in accordance with the availability of the incumbent
- Plan the assessment session in accordance with the assessment policies and procedures
- Inform the candidate of the roles and responsibilities of the participants in the assessment process
- Arrange the moderator where applicable in accordance with policies and procedures
- Select the best suitable assessment methodology in accordance with the performance standard/s
- Evaluate Vendors
- Receive a request for the evaluation of a vendor and analyse to determine the supplier requirements
- Identify the need for the evaluation of a vendor due to the delivery required not provided internally
- Consult the relevant role players to determine the relevance of current suppliers
- Provide support
- Manage Training and Development
- Arrange Events

Salary Range: R290 592 pa (min) – R486 432 pa (max)

3. Post: ERP Specialist (Ref C537)

Minimum Requirements:
- An NQF Level 7 qualification in Information Technology, or Computer Science, or Software development. An equivalent qualification in ICT systems will be considered
- 3years' experience as an ERP Specialist
- 2years' experience in business analysis

Key Responsibilities:
- Analyse Business Needs
- Facilitate the meeting/workshop in accordance with the business requirements inclusive of all relevant role players
- Determine and verify the expected deliverables with the relevant role players
- Analyse the impact of the possible implementation of functionality to ensure that system inter-dependence is considered
- Document the deliverables in the prescribed format for business needs
- Distribute the document to the relevant role players for input, including the system developers
- Compile the final deliverable document that reflects all the appropriate business needs and the required deliverables
- Optimise Systems
- Check the current status of systems, applications, licenses and skills to determine future requirements in terms of scalability and capacity
- Monitor the systems to determine the performance statistics
- Analyse the future requirements to determine capacity requirements
- Compare the current capacity to the future requirements
- Receive and analyse a request for the development of script to determine the nature of the functionality
- Identify the need for new script during operational output
- Liaise with the users to determine the exact needs and to compile a first draft URS
- Conduct an impact study to determine the possible effect on the current- and associated systems
- Conduct a feasibility study to determine the cost of the implementation of the script
- Obtain approval for the development of the script and the necessary acquisitions
- Compile a functional specification in accordance with the URS
- Develop the script in accordance with the functional specification
- Provide support and develop functionality
- Install ERP Systems and Software
- Conduct business analysis

Salary Range: Market related

Contact Person: Mr. S Patchappan
Email Address: careers@dut.ac.za
Status of Positions: Permanent

Please complete an **official application for employment form** and send a d**etailed CV**, **copies of ID, qualifications** and **a covering letter** with the **exact name of the post you are applying for** to: Careers@dut.ac.za

Kindly note:
Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 31 August 2022

"While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University's equity policy" The University reserves the right NOT to make an appointment.