Job Title:

IT Generalist

Available:

Immediately

Salary:

R 10 000pm CTC

Synopsis:

IT Generalist wanted for an accounting institute in the Centurion area (Gauteng), on a contract basis with the possibility of being permanently employed. Must have programming and web design experience.

Minimum requirements:

1. No Qualification is required;
2. Experience in a similar position, preferably in programming and web design;
3. Experience with the HTML 4 and CSS2;
4. Knowledge of HTML email compatibility issues beneficial;
5. Proficient at Javascript and query;
6. Basic knowledge of PHP beneficial;
7. Fully bilingual in Afrikaans and English would be an advantage;
8. Strong interpersonal communication skills;
9. Good time management skills essential;
10. Innovative ;
11. Able to work independently.

Roles & Responsibilities:

The main tasks and responsibilities for the position are:

* + - 1. **Updating and monitoring the specialist programme for membership (Yourmembership.com)**
* Becoming knowledgeable on the system
* Investigating and [diagnosing programming problems](http://www.totaljobs.com/careers-advice/job-profile/it-jobs/it-support-job-description)
* Solving programming issues
* Determining ways of improving the programme
	+ - 1. **Developing new programmes**
* Define resources and schedule for program implementation
* Seeks ways to apply technology to business processes
* Researches and provides information on technical trends
* Consults with program/project management to develop appropriate technical solutions
* Analyzes and defines system and/or project specific requirements.
* Modifies existing tools and packages as needed
	+ - 1. **Graphic and Web design at a basic to intermediate level**
* Responsible for creating design solutions that have a high visual impact
* Develop creative ideas and concepts, choosing the appropriate media and style
* Estimating the time required to complete the work
* Developing design briefs by gathering information and data through research
* Thinking creatively to produce new ideas and concepts
* Using innovation to redefine a design brief within the constraints of cost and time
* Presenting finalized ideas and concepts to managers
* Proofreading to produce accurate and high-quality work
* Contributing ideas and design artwork to the overall brief
* Demonstrating illustrative skills with rough sketches

Please send CV and motivation letter to recruitment@beyondconsulting.co.za. Only shortlisted candidates will be contacted. Closing date for applications is Friday, 19th February 2014.