

JOB DESCRIPTION

Title	Webmaster
Institute/Department	Information Communications Technology (ICT) Department
Category	Technical
Reports to	Principal Systems Administrator
Location/Campus	Kukum Campus, ICT Department Office

Summary

The Webmaster serves as the primary person responsible for all aspects of the university's website(s). The Webmaster will handle a range of responsibilities that may include web design and development, routine website design and content maintenance to ensure that SINU's website align with the goals and objectives of the university.

The Webmaster will report to the Principal Systems Administrator, and will be a member of the ICT Department's Systems Development team. The Webmaster will continually monitor and update content, as well as evaluating the web performance of SINU's website. He/She will communicate with stakeholders, partners, and vendors on matters related to the university's website.

Duties and responsibilities

The duties and responsibilities of the Webmaster includes but is not limited to the below stated as s/he will be required from time to time to perform other tasks as/when needed:

- Serves as the primary contact for all aspects of the university's website(s).
- Develops, implements, and maintains online webpage in collaboration with the university's academic, corporate, and related departments.
- Maintains and documents ownership of university's internet domains and SSL certificates.
- Assists staff with use of university websites through one-on-one support, user guides, and training sessions.
- Ensures compliance with university policies, procedures, and ethical standards; software licenses; and applicable laws and regulations including data security, privacy, and intellectual property laws.
- Perform miscellaneous job-related duties as assigned.

Key deliverables

In assuming the role of the Webmaster, your performance will be assessed against the following deliverables:

1. Continuous improvement of SINU's website which includes the landing page and all the other subsidiary pages.
2. Engage with various SINU departmental leaders and users to understand how they wish their respective departments and sections information be presented using the latest web technologies, improve UI/UX efficiencies and add value to SINU.
3. Be the key driver of the development team in ICT.
4. Be able to work with external vendors and stakeholders in improving customer and public web browsing satisfaction.

Qualifications, Skills, and Experiences:

- General knowledge of website design & development.
- Working knowledge of or ability to quickly learn WordPress, Bootstrap, HTML/CSS,
- JavaScript, PHP, Python, SQL, and other programming languages.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office Suite or related software.
- Ability to work both independently, as well as within a team.
- Have knowledge about the different platforms and web browsers.
- Good communication skills including proof reading grammatical errors in English.

Selection Criteria

The Webmaster will be selected based on the following criteria:

- Bachelor's degree in Information Technology (IT); or Diploma in IT with over 2 years work experience in web development required; or Certificate in IT with over 4 years work experience in web development required.
- Should possess some skills in graphic design and digital media (pictures and video).
- Must show potential and willingness to learn new technologies and develop career in web design and web development.

Work environment & physical demands

As the Webmaster you will be working most of the time in front of your computer / laptop.

There are times you will be required to walk around the University campuses for training, work, or meeting. You will usually be working as part of a team on projects so this position has the following expectations:

- Prolonged periods sitting at a desk and working on a computer.
- Ability to work in project teams with tight deadlines.

Terms and conditions

The conditions governing this position is as stipulated in the following Solomon Islands National University's human resources policies:

1. Recruitment and employment policies (HR-Emp-01 to HR-Emp-14).
2. Remuneration, Housing and Allowances policies (HR-Rem-01 to HR-Rem-04).
3. Leave Policies (HR-Leave-01 to HR-Leave-12).
4. Professional and Personal Conduct Policies (HR-Conduct-01 to HR-Conduct-12).
5. Professional Development and Appraisal Policies (HR-PDA-01 and HR-PDA-02).
6. Miscellaneous Policies (HR-Misc-01 to HR-Misc-04).