Career Opportunity

Title	HR 47/2025 — Webmaster
Faculty/Department	Information and Communications Technology (ICT)
Reports to	Director of Information and Communications Technology (ICT)
Location/Campus	SINU, Kukum Campus

Summary of Duties

To manage, configure, and optimize SINU's website and web-related services to ensure a secure and user-friendly web experience. The Webmaster is responsible for maintaining the university's online presence in alignment with SINU's corporate image and strategic goals.

Main Duties & Responsibilities

Website and Intranet Content Management
- Update and maintain SINU's website and Intranet content regularly to ensure information is current and accurate.
- Implement new designs and content improvements to enhance user experience and functionality.
- Ensure all web content aligns with SINU's corporate image and communication standards.

Security and Backup Management
- Implement and maintain robust security protocols for the website and Intranet to protect against vulnerabilities and threats.
- Establish and manage regular backup procedures to safeguard web content and data.
- Monitor website security and respond promptly to any security incidents.

Design Coordination and Improvement
- Coordinate website and Intranet design improvements per SINU's corporate image guidelines.
- Collaborate with stakeholders to gather requirements for design updates and enhancements.
- Implement design changes that improve user experience while maintaining SINU brand consistency.

External Vendor Management
- Coordinate effectively with external hosting providers and web developers to optimize website and Intranet performance.
- Manage requirements and expectations with internal and external partners to ensure timely delivery of services.
- Maintain productive relationships with vendors to support ongoing website operations and improvements.

Technical Administration
- Manage web servers and ensure optimal performance of all web-related services.
- Troubleshoot technical issues and implement solutions to minimize disruption to web services.
- Advise on web-related budgetary needs and resource requirements.

Minimum Qualification and Experience Requirements:
To be considered for this position, applicants must have:

A Bachelor's degree in Web Development, Information and Communications Technology (ICT), or a related field.
Minimum of 1-year experience in web management or a similar role.

Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website:

https://www.sinu.edu.sb/hrd/job/ OR Contact Safina Roger- Safina.Roger@sinu.edu.sb or Alister Bako- alister.bako@sinu.edu.sb .

Closing Date: 29th April 2025 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to Safina Roger- Safina.Roger@sinu.edu.sb or Alister Bako- alister.bako@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

**Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara**