JOB DESCRIPTION FOR WEBMASTER

Title:	Webmaster
School/Division:	Information and Communications Technology (ICT)
Reports to:	Director of Information and Communications Technology (ICT)
Location/Campus:	SINU, Kukum Campus

1. 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.

2. MAIN DUTIES AND RESPONSIBILITIES

2.1. 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.

2.2. 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.

2.3. 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.

2.4. 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.

2.5 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.

3. QUALIFICATIONS REQUIRED

3.1. Educational Background

- 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.

3.2 Desirable

- Certification in web design or related programming areas.
- Experience with Content Management Systems (CMS), HTML and JavaScript languages and Python.

3.3 Required Skills and Knowledge
Technical Skills:

- Proficiency in web administration and management.
- Strong knowledge of web security principles and practices.
- Technical competence in HTML, CSS, JavaScript, SQL, and CMS platforms.
- Understanding of website security protocols and best practices.
- Responsive web design.

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Additional Desirable Skills:

- Content management and organization skills.
- Knowledge of Search Engine Optimization (SEO) and web analytics.
- Basic graphic design abilities to support visual content creation.
- Mobile App design and integration.

Collaboration and Stakeholder Management
- Work closely with all faculties and corporate departments to ensure their web content needs are met.
- Coordinate with the ICT Helpdesk to address user issues related to the website and Intranet.
- Engage with university leadership to align web presence with strategic objectives.

3.4. Desirable Skills:

- The role requires a balance of technical expertise and creative skills to maintain an effective online presence. Channel management skills for social media and video creation skills are highly desirable for SINU's Facebook, LinkedIn, and YouTube Channels.
- UX/UI Design skills in Figma2, Photoshop and other platforms are a bonus. The Webmaster plays a crucial role in shaping SINU's public image through its digital platforms.
- A commitment to continuous improvement and staying current with web technologies and trends is essential.

TERMS AND CONDITION

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to SINU Salary level for "Officer" positions. The contract is renewable subject to good performance.