

POSTING TITLE:	ICGLR-RTF WEB-MASTER – SHORT TERM
JOB CODE TITLE:	WEB-MASTER
DEPARTMENT/OFFICE:	IT, RESEARCH & KNOWLEDGE PRODUCTION DEPARTMENT
DUTY STATION:	KAMPALA.
POSTING PERIOD:	September 15 th – October 15 th , 2020

JOB DESCRIPTION/ TERMS OF REFERENCE

GENERAL PURPOSE OF POSITION:

BACKGROUND OF ICGLR_RTF

The ICGLR- Kampala based Regional Training Facility (RTF) on Prevention and Suppression of Sexual Violence in the Great Lakes Region is an institution of the International Conference on the Great Lakes Region (ICGLR). The ICGLR is an inter-governmental organization composed of 12 Member States namely: Angola, Burundi, Central Africa Republic (CAR), Democratic Republic of Congo (DRC), Republic of Congo (Congo Brazzaville), South Sudan, Sudan, Kenya, Rwanda, Tanzania, Uganda and Zambia. The RTF was officially opened on February 18, 2014 and became operational in April 2014.

The mandate of the RTF is to train and sensitize judicial officers, police units, social workers, medical officers and other categories of persons who handle cases of sexual violence in the Great Lakes Region as provided for under the ICGLR Protocol on Prevention and Suppression of Sexual Violence against Women and Children (art 6(9)). The crime of sexual violence remains rampant in the in conflict/war zones of the ICGLR as well as in peace times, and the region is determined to eradicate it.

With support from GIZ- Regional Project on Peace and Security in the Great Lakes Region, which is co-funded by European Union (EU) and the German Federal Ministry of Economic Development and Cooperation (BMZ), ICGLR- RTF is seeking to recruit on a short term basis an individual to develop a database and management of website content.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the IT, Research and Knowledge Coordinator with the support of RTF Regional Director, the overall task of the Webmaster shall be;

To Support the RTF in developing an online database with the profiles/contacts of the RTF Master/National Trainers and other professionals in the 12 ICGLR Member States. Link the database to the website to ensure its accessibility by the public.

Specific tasks shall include;

1. Design a tool to capture and collect data on the 12 Member States.
2. Enter collected data in a database.
3. Produce a directory of Master/National trainers and other professionals listed according to the agreed format.
4. Train and advise RTF Staff on how to operationalize and update this data in future.
5. Ensuring functionality, efficiency and security of the site and web servers.
6. Test ICGLR-RTF website across browsers, operating systems and devices.
7. Optimize loading speeds and capacity.
8. Debug pages, fix broken links or images and address user complaint
9. Update website content and review Search Engine Optimization.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES.

- Proven experience as a webmaster or web developer;
- Proven experience in database development and management;
- Knowledge of web analytics and SEO;
- Familiarity with web standards;
- Working knowledge of website management tools;
- Proficient in HTML/CSS, XML; Knowledge of SQL and JavaScript is preferred;
- Strong troubleshooting and analytical abilities;
- BSc/BA in Computer Science, engineering, design or a related field;

SUBMISSION GUIDELINES

To submit your candidacy, please submit your application by email to: adrine1212@gmail.com with cc: nathan.byamukama@icglr-rtf.org and patience.ayebazibwe@giz.de no later than **10th September 2020 at 16.00 GMT**. Shortlisted applicants shall be contacted on **14th September 2020**.

The application file must contain the following documents:

- a) A cover letter outlining required qualifications;
- b) A detailed CV (4 pages maximum) with (3) references (with their telephone and e-mail contact addresses);
- c) Copies of the academic credentials;