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**External Publication of Job Posting**

**50217192**

**Job Posting Title**

Webmaster - Portuguese

**Start Date**

21.04.2017

**End Date**

22.05.2017

**Reference Code**

DIC2017043215

**Job Title**

Webmaster - Portuguese

**Organization**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the Regular post of Webmaster in the Directorate of Information and Communication of the African Union Commission.

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Angola, Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Equatorial Guinea, Guinea (Rep), Guinea Bissau, Liberia, Madagascar, Namibia, Sahrawi Arab Republic, Sao Tome and Principe, Seychelles , Somalia and South Sudan.

**Department**

Title Webmaster - Portuguese

Grade: P2

Supervisor: Web Administrator

Directorate: Information and Communication

Duty Station: Addis Ababa, Ethiopia

## **Project**

Manage the website structure, images, banners, articles, pages and various other aspects of the AUC Portuguese website including ensuring key integrations with other AUC digital platforms.

## **Tasks**

Under the direct supervision of the Web Administrator the Webmaster – Portuguese will work with the in-house teams and external service providers as required, to share and communicate the specifications and requirements of the organisation and manage projects and relationships to ensure successful implementation.

### **Website Design, Development & Content Management**

- Manage the day to day operations of the AUC Portuguese website and related digital platforms
- Ensure all interfaces are accessible, usable and secure, and align with the requirements of AUC standards and policy.
- Manage testing routines and procedures for the assigned website and correct identified problems, or recommend actions for their resolution.
- Maintain website as per style guidelines for web site content in line with AUC brand identity
- Ensure all content on social media platforms are uploaded in the highest quality are current and have clear search reference / tags
- Compile and ensure timely dissemination of documents, audio- visual materials and photos etc., received from departments, regional offices and the AU organs;
- Proof read content and edit visual materials before uploading onto the website Work in close collaboration with the multimedia teams to ensure content is uploaded onto AUC Portuguese platforms including live streaming sessions
- Assess requirements / requests to develop special pages for AU Departments, regional offices and programmes in Portuguese and ensure directorate approval prior to execution
- Assist the web administrator in managing domain names of the AU
- Assist the web administrator in managing all correspondences coming through the webmaster's address including ensuring the proper delivery of emails to the relevant personnel within the AU Commission

### **Website Performance Management**

- Implementation, configuration, support, management and maintenance of supporting applications.
- Recommend web site improvements to ensure better content delivery
- Implement updates, upgrades, and patches in a timely manner to limit loss of service
- Test issues such as system integration, performance, and system security on a regular schedule or after any major program modifications as required by supervisor
- Check and analyse operating system or application log-files regularly to verify proper system performance.
- Determine sources of web page problems, and take action to correct such problems.
- Ensure application of document backup or recovery plans
- Track, compile, and analyse web site usage data and report regularly on web site performance metrics
- Assist the web administrator in the management and administration of the web server as required

### **Security & Risk Management**

- Monitor systems for intrusions or denial of service attacks, and report security breaches to appropriate personnel.
- Implement web site security measures, such as firewalls or message encryption as per set procedures
- Maintain and protect assigned levels of access and security
- Back up or modify applications and related data to provide for disaster recovery.
- Test backup or recovery plans regularly and resolve any problems.
- Ensure and protect the confidentiality of AU information

### **Innovation & Learning**

- Contribute to the identification and development of new tools for use across various platforms including mobile apps
- Keep abreast of web developments through continuing education, reading, or participation in professional conferences, workshops, or groups.

- Support knowledge sharing with team members and colleagues, and contribute to continuous improvement initiatives including, but not limited to, periodic updates to key stakeholders

## **Requirements**

1. Qualifications and work experience required:
  - Minimum 3-4 years' continuous experience in web programming and website management
  - Bsc in Computer Science, Information Technology, Web Programming or similar relevant qualifications
  - Essential web development in WordPress, PHP, CSS, and HTML5
  - Additional qualifications in web design and building desired
  - Additional experience in software development and app development would be an added advantage
2. Technical Competencies
  - Demonstrated experience with web applications and programming languages such as HTML5, CSS, Javascript, JQuery, PHP, MyAdmin, JSON and API's
  - Knowledge of Linux and Apache configuration and maintenance
  - HTML coding, FrontPage design and other tasks supporting Windows based servers as well as system documentation, analysing and troubleshooting system anomalies, and ensuring optimal information system performance
  - Experience with various analytical tools like Google Analytics
  - Competency using design software like Photoshop and Illustrator will be an added advantage
  - Good understanding of Search Engine Optimization (SEO)
3. Other Relevant Skills & Competencies
  - Deep knowledge of Portuguese (written, spoken) and ability to translate content from one of the official languages of the AU to Portuguese.
  - Good problem-solving skills and a logical approach to work
  - Strong creative skills
  - Good communication skills
  - Pays attention to detail
  - Ability to explain technical matters clearly
  - Excellent time management and ability to meet tight deadlines
  - Professional attitude and ability to work a flexible schedule
  - Must be a self-starter and able to navigate within a large organisation
4. Language Requirements
  - Excellent understanding of written and spoken Portuguese
  - Proficiency in English.
  - Working knowledge of other AU languages would be an added advantage
5. Tenure of appointment:

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

6. Equal opportunities:

The African Union Commission is an equal opportunities employer. Qualified women are encouraged to apply.  
Requirements

7. Remuneration:

Indicative basic salary of US\$ 29,287.00 (P2 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 14,414.40 (per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), etc. for internationally recruited staff of the Commission.

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 22nd May 2017.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resource Management African Union Commission Addis Ababa (Ethiopia)

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters