



## **SHORT-TERM CONSULTANCY: WEB PROJECT MANAGER**

4SD is embarking on a major global initiative which requires the support of a short-term Web Project Manager to oversee the design, development and implementation of a website for international users of different capacities. The Web Project Manager will also provide technical and communications support to the 4SD team in relation to the global initiative.

As Web Project Manager, you will be a systems thinker that is able to set strict milestones for the Web Project, work closely with the 4SD team and web developers to ensure the on-time delivery of the website with full functionality. You will find innovative solutions to satisfy the requirement of different users of the website and will ensure the website is fast, user-friendly and secure.

### **Web Project Manager Job Responsibilities and Duties:**

- Take the Web Project forward from its current scope and proposal stage to the technical work up and delivery of the live site.
- Work hand-in-hand with the developer to ensure that any delays are prevented or minimised, the site is safe and secure, and the site can be used in seven languages.
- Ensure sufficient testing of the site for security, functionality and ease-of-use.
- Work closely with the 4SD team to help ensure all materials are developed and ready for the site on time, in the appropriate format.
- Ensure that the team is involved in building the user experience by providing regular project status reports and involving key members in the development process.
- Respond quickly to ensure the site adapts if and when the elements of the global initiative change.
- Lead the lean design process of the site by working with web developers, the 4SD team and if needed, external parties.
- Aim to meet all project goals within the specified budget of 4SD and implement cost saving measures if they are made available.
- Build and maintain an internal database to manage contacts and client updates.
- Provide advice and support to the team on communications and design.

### **Experience and Education**

- Bachelor's Degree or equivalent experience with an interest in global issues
- At least 7 years' work experience
- Demonstrable experience in working with web developers
- Experience in managing complex projects in short timeframes
- Familiarity with developing and designing websites on WordPress
- Experience in communicating with clients from different industries in various ways

### **Skills and Abilities**

- Strong interpersonal skills and the ability to build respectful constructive relationships with a diverse range of people, quick learner, capacity of adaptation, positive mindset
- Outstanding proficiency in Windows, including Word, Excel and PowerPoint
- Desire to learn and implement new tools and software
- Previous experience working with high-level executives
- Ability to work independently and with professional discretion
- Excellent writing, editing, grammatical, organisational, and research skills
- Excellent management, time-management, and problem-solving skills
- Fluent in English and knowledge of French helpful. Spanish or German also appreciated.

### **Company Profile**

4SD is a rapidly growing social enterprise, established in 2017 and based in Geneva, Switzerland. Our purpose is to enable changemakers to be effective for equity, justice and regenerative futures in a complex, fast-changing world. We seek to make collective action a reality, fostering connections between actors and sectors – notably in the areas of food, nutrition, climate, nature and health.

We do this by weaving four threads together:

- **Skills:** We help leaders make best use of emotional intelligence and know when and how to trust instincts;
- **Systems:** We foster effective leadership in the context of complex, living systems – what we call Living-Systems Leadership;
- **Synergies:** We encourage honest collaboration, because leaders are most effective when working in synergy
- **Sustainability:** We work to urgently advance sustainable development and global agendas for humanity and the planet.

Desire for Web Manager to start immediately. To apply, please send a CV or LinkedIn Profile to Thuy Nguyen, Head of Communications at [thuy@4sd.info](mailto:thuy@4sd.info)