

- Daily attend the website dashboard maintaining any updates or ensuring functionality of the website platform
- Respond to and troubleshoot all website issues and also ensure that the website is protected by enabling the appropriate security measures
- Provide assistance in the case of website hack or website going offline. If necessary, reinstalling website from backup
- To safeguard website from any type of intruders /spammers / hackers
- Attend to any questions related to the functionality of the website platform by PHF staff engaging with the content / front end
- Transferring Web hosting services if required
- Routine backup will be taken on daily basis
- Website maintenance will be performed as and when required
- All plugins of website will be updated accordingly, as soon as an update is available for installation
- Any type of up-gradation of website
- Maintain and update content on current PHF website
- Create front and back end for new PHF website. Conduct domain management, deployment and support updates for the new website
- Create graphic design content as per request for updates, events or social media promotions
- Create and manage conferences website for PHF for upcoming events
- Scanning and archiving of secretariat documents
- Ensure that storage and archiving procedures are functioning correctly
- Map out the conceptual design for a planned database
- Manage and integrate Outlook 365 with web mail server
- Provide other IT maintenance services and request as required
Other
Perform other duties, as necessary and/or as requested
Represent PHF positively and professionally in both internal and external relations and situations.

Person Specifications:

Education

- Master in Computer Sciences, Computer engineering, Information technology or similar. A Bachelor degree with extensive relevant experience may be accepted

Experience

- 2-3 years of experience working within an international NGO or similar organisations will be preferred.

Skills Required

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| <ul style="list-style-type: none">• Website designing & development |
| <ul style="list-style-type: none">• Office 365 mail server troubleshooting |
| <ul style="list-style-type: none">• Graphice designing skill (Adobe Indesign, CorelDraw, Illustrator, Photoshop) |
| <ul style="list-style-type: none">• Social media skills (Facebook, Twitter) |
| <ul style="list-style-type: none">• Software & hadware troubleshooting |

How to apply

The position is for fixed-term contract of 1 year with a probationary period of 3 months. The further employment is subject to performance and the continued availability of funds.

Candidates who are interested with the position provide their CV with a cover letter and reference list not later than September 16th, 2020 to Email: hr.info2021@gmail.com