JOB DESCRIPTION
TECHNICAL SUPPORT STAFF – ICT AND WEB MANAGER

<table>
<thead>
<tr>
<th>Organization</th>
<th>Institute For Research and Democratic Development (IREDD)</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Technical Support Staff – ICT and Web Manager</td>
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<td>Reporting to</td>
<td>Administratively, Head of Programmes</td>
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<td>Working with</td>
<td>Program Admin Team Members</td>
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<td>Duty station</td>
<td>100% based in Monrovia</td>
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<td>Application deadline</td>
<td>July 10, 2019</td>
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<tr>
<td>Duration</td>
<td>1 years with possibility of renewal</td>
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BACKGROUND

The Institute for Research and Democratic Development (IREDD) is a Liberian research and policy advocacy organization that seeks to channel voices of Liberian citizens into demands for accountability from their political leaders through its natural resource governance, political party and legislative monitoring initiatives. IREDD works with indigenous communities and structures on good governance and democracy. IREDD strives to link communities to the overall governance framework in order to engender a culture of local participation in policy development and implementation. Since 2006 IREDD, through its natural resource governance and legislative monitoring and accountability program, has undertaken several monitoring initiatives and produced numerous reports, conducted policy advocacy, and monitored and reported on the work of the legislature through publishing the Legislative Report Card. IREDD launched the Liberian Lawmakers Watch, a legislative monitoring website that is the only publically available source of information on lawmakers and their participation and performance in the legislature. The website has been recognized as one of the top five useful websites for Liberians that “provide key solutions to pressing problems in the nation” by the Bush Chicken News, and their analytics show that 70 percent of website visitors are young Liberians.

POSITION SUMMARY

The Technical Support - ICT and Web Manager will be responsible for the overall management of all IREDD ICT and infrastructure needs as well as be responsible to manage its official website and Legislative web-platform. He/She will provide technical support to all the project teams and manage IREDD’s social media platform.
SPECIFIC ROLES AND RESPONSIBILITIES

With general oversight from the Project Manager and guided by the Executive Director, the Technical ICT and Web Manager shall perform the following specific roles and functions:

- Frontline Administrator and Manager of IREDD Legislative Website and Official website;
- Performs daily updates of information contained on IREDD Legislative Web platform and Official Website;
- Troubleshoots and solve any problems with the website and assists with the review of site statistics and analytics;
- Receives, categorizes, verifies legislative data and ensure that data are linked/update unto legislative web platform to facilitate near real-time access of legislative data/information by the public;
- Working closely with Programme Manager and Executive Director, updates and enhances the content, functionality, and format of Legislative Web platform and IREDD’s official web site. This includes periodic audits to ensure the content stays timely and relevant.
- Provides training and other support needed by program staffs to increase effective use of the Legislative Web platform and IREDD Official Website and Social Media Platforms;
- Monitors and generates routine progress reports on the performance of IREDD Official Website and Legislative Web platform;
- Generates regular analytic reports linked to the objectives of the Legislative Web Platform and IREDD official website;
- Perform regular updates of all IREDD social media platforms to ensure they are active and fit for purpose.

KNOWLEDGE, SKILL, AND KEY EXPERIENCES

- Considerable knowledge of personal computers-hardware, software, networks and related communication systems
- Good knowledge of Liberia’s PAPD and CSA policies and procedures and the functioning of Government.
• Excellent skills in Web programming and database management-JavaScript, HTML, CSS, PHP, MYSQL, AJAX, JSON
• Proficiency in all MS Office, and in Photoshop
• Excellent Skill in planning, organizing, and managing projects.
• Ability to work independently & productively in a fast-paced environment and to effectively see projects through from start to finish.
• Excellent oral and written communication skills
• Excellent interpersonal skills: ability to establish and maintain cooperative working relationships with other departments and the public and within a multi-cultural work environment
• Fluency in English- knowledge of other key Liberian national dialects will be an added advantage.

Key Experiences
• At least 3 years of related work experience, preferably in an ICT environment in a national institution.
• Experience in e-commerce and understanding of disciplines required to drive traffic to retail websites (ppc, email marketing, link generation, online pr, SEO, offline marketing and pr, affiliate programmes, etc)
• Experience using packages like Excel and Photoshop
• Familiarity with web technologies (FTP, browsers, basic HTML, data files) and data management
• Understanding of Google products such as Webmaster Tools & Analytics and Google docs

Technical Qualification
• Minimum of a Technical degree in computer science or a related field and three years’ experience in operation and maintenance of personal computers, computer networks web development and management

How to apply: Send your CV/resume and cover letter to Executive Director, Institute for Research and Democratic Development, IREDD, 16th Street, Land-side, Sinkor, Monrovia, Liberia. dominicjohnnie@gmail.com and cc. afriwareha@gmail.com / desman2126@gmail./ml.com. All applications must be submitted by July 25th 2019.