



JOB DESCRIPTION

- 1. Title and Full Name:** To be filled in
- 2. Job title:** Webmaster
- 3. Status:** Full time
- 4. Department:** Social Cooperation
- 5. Organizational Relationship:**
- **Supervised by:** The Project Coordinators, Women and E-Learning
 - **Report to:** The Project Coordinators, Women and E-Learning
 - **Coordinating:** With all Social Cooperation and Open Institute personnel

6. Duties and Responsibilities:

The responsibilities of the Webmaster are as follow:

1. To develop and to maintain the organizational websites: Open Institute, Women webportal, ICT National Policy Cambodia and E-learning by regularly:
 - Creating and updating related scripts of the web pages.
 - Preparing content to upload including tagged text, graphic and other media files.
 - Checking the web pages and related links to assure that they are correctly displayed on the websites.
 - Monitoring daily traffic and web system performance to ensure that they are running properly and smoothly.
2. To provide all necessary technical guidance and assist the colleagues whose work are related to the organizational websites to be able to upload prepared content to the websites.
3. To develop training materials on how to use the Content Management System Drupal of the Women Webportal and to provide the training to partner organizations of the Women program.
4. To design and to prepare optimized graphic files as required to use for the websites; identify, follow and respect copyright conditions of all graphic files.
5. To liaise with the technical partner(s) and technical service provider(s) in a timely manner to ensure that:
 - The web systems are running properly.
 - The web systems are protected with updated security.
 - Solving any arising web technical problems.
6. To regularly back up: the databases, web application, related files and scripts of the organizational websites.
7. To follow up and to reply to user queries relating to technical problems experienced in using the websites, resolve issued raised or bring issues to the attention of the person responsible.

8. To regularly develop reports and documentations of related works as request by the immediate supervisor.
9. To actively communicate within team and with other departments in a cooperative and good will manner through all possible communication means: by face to face, by phone, by email, and by live chat, to inform any unsolved problems and to get assigned works done smoothly.
10. To participate and contribute knowledge and experience to build team capacity.
11. The administrative access permission (user name and password) of all hosting, databases and web systems are only granted to do the assigned tasks, without prior permission from the immediate supervisor, they are not allowed:
 - To change it
 - To create any additional user accounts
 - To try any experiments that can cause interruption of the websites
 - To distribute it to any third party
 - To keep and use them after the period of the employment contract
12. To perform effectively and in timely manner works assigned and undertake any other support duties as may be required from time to time by the Project Coordinator for Women and E-Learning.

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