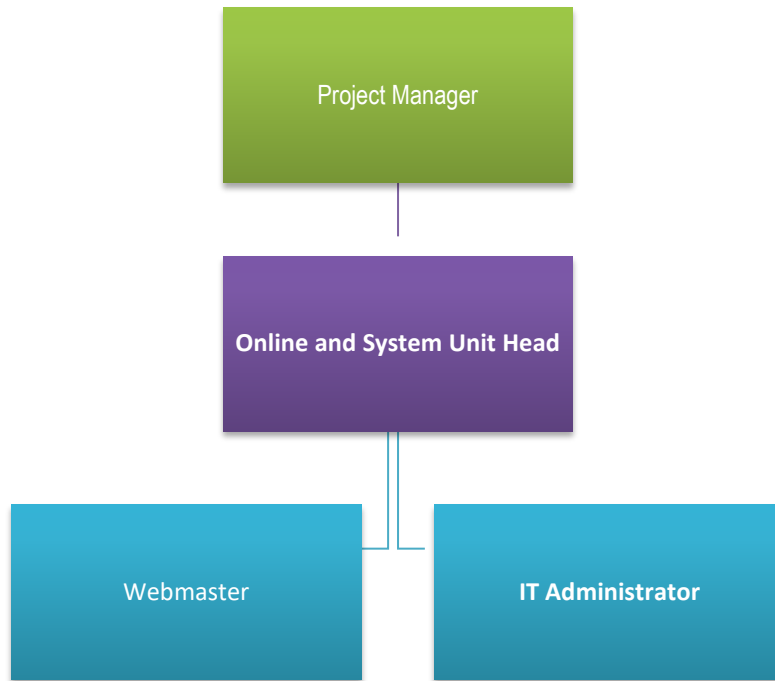


|                                |                             |                                     |  |
|--------------------------------|-----------------------------|-------------------------------------|--|
| <b>Position Name (Title) :</b> | Webmaster                   | <b>Position Level:</b>              |  |
| <b>Reporting to (Title) :</b>  | Online and System Unit Head | <b>No. of Direct Reporters:</b>     |  |
| <b>Version:</b>                |                             | <b>Sector /Department/Section :</b> |  |

**Position Reporting Lines**



**Main Job Purpose**

- The Webmaster will be working under the online and system unit head; fixing website errors and creating a response plan for down servers and running tests to make sure designs or updates function properly.

**Objectives**

**Accountabilities**

1. Test backup or recovery plans regularly and resolve any problems.

2. Have robust communication skills to provide training or technical assistance in website implementation or use.
3. Gather, analyze, or document user feedback to locate or resolve sources of problems
4. Collaborate with web developers to create and operate websites, or to manage projects, such as e-marketing campaigns.
5. Ability to report work and platforms progress

### Position Relationship with Other Parties

| <u>Internal Relationship</u>   | <u>External Relationship</u>   |
|--|--|
| <ul style="list-style-type: none"> <li>• Digital Skills Unit</li> <li>• Business Skills Unit</li> <li>• Employment Unit</li> </ul> | <ul style="list-style-type: none"> <li>• project beneficiaries</li> <li>• Ministries IT staff</li> </ul> |

### Working Environment

The position follows the normal working environment of the organization.

Indoor: 80%

Outdoor: 20%

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

### Position Dimensions

| POSITION DIMENSION                      |   |
|---|---|
| <b>Level of Authority</b>               | Execute Assigned Duties                     |
| <b>Budget Control</b>                   | No Budget Control                           |
| <b>Budget Amount</b>                    | No Budget Control                           |
| <b>Hiring Authority &amp; Promotion</b> | Does not Coach New Employees                |
|   | Does Not Supervise Employees                |
|   | Does not Participate in the Promotion Cycle |

|                             |                 |
|-----------------------------|-----------------|
|                             | Choose an item. |
| <b>Consequence of Error</b> | Impact Own Team |

### Job Requirements

|                        |   |
|------------------------|---|
| <b>Education:</b>      | <ul style="list-style-type: none"> <li>BA Computer Science or Engineering.</li> </ul>   |
| <b>Experience:</b>     | <ul style="list-style-type: none"> <li>2 to 3 years of Experience in development.</li> <li>Experience in using test tools like Visual studio code to test platforms.</li> <li>strong problem-solving skills, with a working knowledge of both web development and system administration</li> </ul>  |
| <b>Computer Skills</b> | <ul style="list-style-type: none"> <li>Familiar with CMS, Education Platforms Terminology like Coursera, edx.</li> <li>Have the ability to use Microsoft Power Bi and export specific reports.</li> <li>use Tracking and planning tools like Microsoft Planner.</li> <li>Have the base knowledge for information security terminology</li> <li>Have the fundamental of using azure services.</li> </ul> |
| <b>Languages:</b>      | <ul style="list-style-type: none"> <li>Very Good English and Arabic required.</li> </ul>  |

### Signatures

|                        |  |  |
|------------------------|--|--|
| <b>Employee</b>        |  |  |
| <b>Manager</b>         |  |  |
| <b>Human Resources</b> |  |  |