Position Name (Title)	:	Web Administrator	Position Level:	
Reporting to (Title)	:	Project Manager	No. of Direct Reporters:	
Version:			Sector /Department/Section :	

Position Reporting Lines
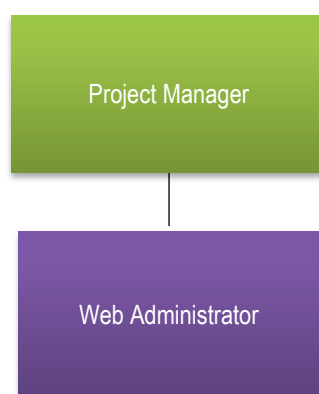
Main Job Purpose

- The Web Administrator 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

- Provide support to partners to get along with the monitoring systems.
- Track and extract databases and reports from the web tools

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

Internal Relationship	External Relationship
• Digital Skills Unit • Business Skills Unit • Employment Unit	• project beneficiaries. • Ministries IT staff

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	
Level of Authority	Execute Assigned Duties
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Choose an item.
Consequence of Error	Impact Own Team

Job Requirements

Education:	• BA Computer Science or Engineering.
Experience:	• 2 to 3 years of Experience in development. • Experience in using test tools like Visual studio code to test platforms. • strong problem-solving skills, with a working knowledge of both web development and system administration
Computer Skills	• Familiar with CMS, Education Platforms Terminology like Coursera, edx. • Have the ability to use Microsoft Power Bi and export specific reports. • use Tracking and planning tools like Microsoft Planner. • Have the base knowledge for information security terminology • Have the fundamental of using azure services.
Languages:	• Very Good English and Arabic required.

Signatures

Employee		
Manager		
Human Resources		