

# WEB PAGE MANAGER

## WEB PAGE MANAGER

### PRESS OFFICE, SARAJEVO

**DUTY STATION:** Sarajevo

**GRADE:** 6

**CONTRACT TYPE:** National

#### PURPOSE AND SCOPE OF POSITION

The Web Page Manager is responsible for keeping the OHR web page updated by gathering and placing all relevant documents on it. The incumbent will ensure the Web page is operational, attractive, easy to use, and is in line with modern web page presentation

The Web Page Manager will support the general functioning of the OHR Press Office on a daily basis.

#### DUTIES AND RESPONSIBILITIES

##### OHR Web page:

- Keeping four language versions (English, Bosnian, Croatian, Serbian) of the OHR web pages updated with all relevant documentation;
- Managing and improving the web page, post documents, and make other changes on the web page as necessary;
- Making sure the search engines and subscription services, function effectively;
- Tracking and presenting statistics on the visitors.
- Producing written texts, tables and charts for the web page and producing and identifying other relevant

products, such as photos, maps, useful links, video and audio materials;

- Designing and coordinating the design of modifications to the OHR web page
- Taking responsibility for security issues related to the OHR web page in cooperation with the OHR IT department;
- Explain to all OHR departments and regional offices the web page structure, advise them on the design of the sub-pages, collect all necessary documents from them and update the web pages relating to them;
- Introducing changes on the web page in line with modern web page designs, in line with OHR's policies and priorities, and in line with the structure of the International Community in BiH;
- Identify ways to promote the OHR and its projects on the web page, in consultation with the Director of Communications and the relevant OHR departments and experts;
- Monitor and maintaining the Web Page system, updating and checking the web page server and SQL replication feature problems as well as monitor and maintain FTP replication, in cooperation with OHR IT department;;
- Ensure that web pages are compatible with all major browsers.
- Photograph meetings and events for publication on the OHR web page and by the media
- Maintaining the OHR Photo Archive
- Act as a first point of contact for external press enquiries to the OHR, ensuring all callers receive the service they require including filing press questions to OHR spokespeople,
- Provide support to the Press Office manager on a daily basis
- Replace Press Office Manager when she is on leave
- Carry out any other duties as required by the Director of Communications

## **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Excellent English and Bosnian/Croat/Serbian oral and writing skills;
- Completion of secondary school and at least two years of professional experience;
- Knowledge of the Dayton Peace Agreement and its Annexes and current political situation in BiH;
- Proficiency in computer literacy essential, with emphases on the web development technologies;
- Knowledge of the Content Management Systems;
- Ability to plan and implement projects within set timeframe and tight timelines;
- Excellent management and organizational skills;
- Ability to operate independently and unsupervised at any time;
- Mature judgment and flexibility, ability to cope with stress and long working hours.
- Awareness of the media situation in BiH
- Experience of working in a Press Office an advantage.

**Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:**

### ***Personnel***

***Office of the High Representative***

***Emerika Bluma 1, 71000 Sarajevo***

***Bosnia and Herzegovina***

***Fax: +387 (0) 33 283 771***

***E-mail: [application@ohr.int](mailto:application@ohr.int)***

***Reference number: 2011/037***

***Closing date for applications: 19 June 2011***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***