WEB PAGE MANAGER

DUTY STATION: **Sarajevo**

CONTRACT TYPE: National

GRADE: **6**

Purpose and Scope of the Position;

The main responsibility of the Web Page Manager is to keep the OHR web page updated by gathering and placing all relevant documents on it. The web page manager is responsible for ensuring the Web page is operational. The web page manager is responsible for ensuring that the web page is attractive, easy to use, and is in line with modern web page presentation
The Web Page Manager is tasked with identifying and discussing with the relevant departments ways to promote the OHR and its projects on the internet.

Duties and Responsibilities;

OHR Web page:

- Keeping four language versions of the OHR web page updated with all relevant documentation;
- Managing and improve the web page, post documents, and make other changes on the web page;
- Making sure the search engines and subscription services, function effectively;
- Tracking and presenting statistics on the visitors to the Web Page;
- Producing written text, tables and charts for the web page and have produced or identify other relevant products, such as photos, maps, useful links and video and audio material;

- Designing (or coordinate the designing of), adding, and modifying OHR’s web page and responsible for security issues related to the OHR web page;
- Explain to all OHR departments and regional offices the web page structure, advising them on the design of the sub-pages, collect all necessary documents from them and update their departmental web pages;
- 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 new structure of the International Community in BiH;
- Organising and adding audio and video files to the Web page.
- Identifying ways to promote the OHR and its projects on the web pages, in consultation with the Director of Communications, the Deputy Head of the Press Office, and the relevant OHR departments and experts;
- Supervising the work of the two web servers and make sure that their synchronization works properly;
- Monitoring and maintaining the Web Page system, updating and checking the web page server and SQL replication feature problems as well as to monitor and maintain FTP replication;
- Maintaining the OHR Web Page Budget;
- Making sure that web page is compatible with all major browsers.

Other

- Backfill in the OHR/EUSR press office when necessary and, where necessary, support the EUSR web editor.
- Carry out any other duties as required by the Head of the Press Office.

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;
- Understanding the structure, procedures, departments, projects and the main goals of the OHR and EUSR;
- Knowledge of the Dayton Peace Agreement and its Annexes and current situation in BiH;
- Proficiency in computer literacy essential, with emphases on the web development technologies;
- Knowledge and experience with Content Management System;
- Ability to plan and implement projects within set timeframe and tight timelines;
- Excellent management and organisational skills;
- Ability to operate independently and unsupervised at any time;
- Mature judgment and flexibility, ability to cope with stress and long working hours.

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

Personnel Department
Office of the High Representative
Emerika Bluma 1, 71000 Sarajevo
Bosnia and Herzegovina
Fax: +387 (0) 33 283 771 E-mail: application@ohr.int

Reference number: 2006/093 must be quoted
Closing date for applications: 22 November 2006

Only short-listed candidates will be contacted
No telephone inquiries please